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**MINUTES OF THE  
PUBLIC BOARD MEETING**

Meeting held at the Frank Robinson Education Centre  
Boardroom, in Morinville, Alberta  
On Wednesday, September 27, 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

Jonathan Konrad, Deputy Superintendent, Education Services

Lisa Lacroix, Associate Superintendent, Human Resources

Shannon Campbell Requa, Director, Education Planning

Lauren Walter, Manager, Marketings and Communications

Michelle Wilde, Recording Secretary

left meeting at 10:09 a.m.

left meeting at 10:09 a.m.

**Call to Order**

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

**Land Acknowledgement**

Trustee Buga read the Land Acknowledgement Statement.

**Approval of the Agenda**

**065/2023 - Moved by Trustee Murray-Elliott** that the agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**Appointments**

No appointments.

**Approval of the Minutes**

**066/2023 - Moved by Trustee Briggs** that the minutes of the Regular Meeting of August 23, 2023, be approved as presented.

**CARRIED UNANIMOUSLY**

[067/2023 - Moved by Trustee Murray-Elliott](#) that the minutes of the Organizational Meeting of August 23, 2023, be approved as presented.

**[CARRIED UNANIMOUSLY](#)**

## Presentations

No presentations.

## Reports from Senior Executive

### **Alberta Education Approval of Reserve Strategy**

Shawna Warren, Superintendent, brought forward as information, the Alberta Education Approval of Reserve Strategy.

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 Honourable 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.

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

Lauren Walter, Manager of Marketing and Communications brought forward as information, the Communications 2022-2023 & Communications 2023-2024 Annual Plan Presentation.

**Digitization of Files**

Shawna Warren, Superintendent, brought forward as information, the Digitization of Files.

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.

**Indigenous Student Success**

Shannon Campbell Requa, Director, Education Planning, brought forward as information, the Indigenous Student Success report.

**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 Kipohakaw 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.

6. 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.

### **New Curriculum, Provincial Screening and Benchmark Assessments**

Shannon Campbell Requa, Director, Education Planning, brought forward as information, an update on the New Curriculum, Provincial Screening and Benchmark Assessments.

#### 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

#### **Noon Transportation Update**

Shawna Warren, Superintendent, brought forward as information, the 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 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.

### **Preliminary Enrolment Numbers**

Shawna Warren, Superintendent, brought forward as information, the Preliminary Enrolment Numbers.

Preliminary Enrolments, as of September 12, 2023, were 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.

**Teacher Salary Settlement Funding**

Shawna Warren, Superintendent, brought forward as information, the Teacher Salary Settlement Funding.

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.

**Transportation Startup Summary**

Shawna Warren, Superintendent, brought forward as information, the Transportation Startup Summary.

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.

**Monthly Financial Report**

Shawna Warren, Superintendent, brought forward as information, the Monthly Financial Report.

**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.

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 (MHCB) Grant (HYPE).

2023 -2024 Superintendent Discretionary		Total - \$600,00.00			
	\$ 500,000				
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
<b>Direct staffing to schools (K- 12)</b>					
Teachers		\$ 110,000.00			
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total</b>	<b>0.00</b>				<b>\$0.00</b>
<b>Direct staffing to schools (K- 12)</b>					
CLUPE (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	
<b>Total</b>	<b>0.00</b>				<b>\$0.00</b>
<b>Other (Emergent Priorities non-staff)</b>	<b>\$ 100,000</b>				
Social Worker SCHS Success Centre	0.50		\$ 28,256.00	Friday, September 8, 2023	
<b>Total</b>					<b>\$28,256.00</b>
<b>Total Costs</b>					<b>\$28,256.00</b>
Alberta Ed. Supplemental Enrolment Growth Funding					
Alberta Ed. Supplemental Enrolment Growth Funding					
<b>Total budget remaining</b>					<b>\$571,744.00</b>

**Superintendent Report**

Shawna Warren, Superintendent, brought forward as information, the Superintendent Report.

**Administrative Procedure 250 - Student Advisory Committee**

Shawna Warren, Superintendent, brought forward as information, the Administrative Procedure 250 - Student Advisory Committee.

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.

Meeting recessed for break at 10:21 a.m.

Meeting resumed at 10:31 p.m.

**Reports from Trustees and Standing Committees**

**Chair’s Report**

Below is the Chair’s submitted report.

Chair Gibbons (Gibbons/Lamoureux)

Chair Gibbons reported that she attended:

<ul style="list-style-type: none"> <li>September 1, 2023</li> </ul>	<p>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.</p>
<ul style="list-style-type: none"> <li>September 8, 2023</li> </ul>	<p>Meet with the Superintendent to review and prepare for the Committee of the Whole meeting.</p>
<ul style="list-style-type: none"> <li>September 12, 2023</li> </ul>	<p>Meet the Community Night at Gibbons.</p>

<ul style="list-style-type: none"> <li>September 13, 2023</li> </ul>	Committee of the Whole meeting; new public format.
<ul style="list-style-type: none"> <li>September 14, 2023</li> </ul>	Met with the Principal of Landing Trail.
<ul style="list-style-type: none"> <li>September 14, 2023</li> </ul>	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"> <li>September 16, 2023</li> </ul>	“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"> <li>September 22, 2023</li> </ul>	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"> <li>September 22, 2023</li> </ul>	Meeting with the Superintendent to review and prepare for the Public Board meeting.
<ul style="list-style-type: none"> <li>September 25, 2023</li> </ul>	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"> <li>September 27, 2023</li> </ul>	Public Board meeting.

**Trustees’ Reports**

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School, School Council and Program Support Society Meetings (Sep. 26)
- Committee of the Whole Meeting (Sep. 13)
- Community Service Advisory Board Meeting (Sep. 18)

- Lilian Schick School Principal Meeting (Sep. 19)
- Lilian Schick School, School Council and Room Parent Association Meetings (Sep. 25)
- Meet the Staff - Bon Accord Community School and Principal Meeting (Sep. 19)
- Public Board Meeting (Sep. 27)
- Welcome Back Event (Aug. 29)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

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

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School, School Council Meeting (Sep. 19)
- Camilla School Terry Fox Run (Sep. 22)
- Committee of the Whole Meeting (Sep. 13)
- Public Board Meeting (Sep. 27)
- Rotary Meetings (Sep. 6, 13, 20 & 27)

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

Trustee Murray-Elliott reported that she attended:

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



Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Board Retreat (Aug. 23)
- Committee of the Whole Meeting (Sep. 13)
- Guthrie School Council Meeting (Sep. 12)
- Public Board Meeting (Aug. 23 & Sep. 27)
- St. Albert Chamber of Commerce - Start of the City (Sep. 20)
- Welcome Back Event (Aug. 29)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

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

**Committee of the Whole**

The Board of Trustees received as information, the unapproved Minutes of the meeting from the September 13, 2023, Committee of the Whole meeting.

**Reports from Special Committees/Task Groups**

**Alberta School Boards Association Representative**

Trustee Pequin shared her report.

**Public School Boards Associate of Alberta Representative**

Trustee Murray-Elliott shared her report.

**New Business**

**Updated Board Representatives to Other Organizations**

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.

**068/2023 - Moved by Trustee Pequin** that the Board of Trustees approve the following changes to the 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.

**CARRIED UNANIMOUSLY**

**Draft 2025-2026 School Year Calendar**

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.

**069/2023 - Moved by Trustee Murray-Elliott** 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.

**CARRIED UNANIMOUSLY**

**2023-2024 Council of School Councils’ Meetings**

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.

**070/2023 - Moved by Trustee Oatway-McLay** 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, 2024, take place at a Sturgeon Public school, to be determined, with light refreshments and snacks to be served at 6:30 p.m.

**CARRIED UNANIMOUSLY**

**Policy 225 - Board Responsibility and Conduct**

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.

**071/2023 - Moved by Trustee Oatway-McLay** 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.

**CARRIED UNANIMOUSLY**

**Policy 235 - Conduct of Board Meetings**

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.

**072/2023 - Moved by Trustee Pequin** that the Board of Trustees send the revised Board *Policy 235 - Conduct of Board Meetings* to the October 11, 2023, Committee of the Whole Meeting for further discussion.

**CARRIED 6/7**

**Opposed: Board Chair Gibbons**

**Policy 705 - Associate Superintendent Corporate Services**

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.

**073/2023 - Moved by Board Chair Gibbons** that the Board of Trustees approve *Policy 705 - Associate Superintendent Corporate Services* be rescinded as presented at the September 27, 2023, Public Board meeting.

**CARRIED UNANIMOUSLY**

Meeting recessed for lunch at 12:05 p.m.

Meeting resumed at 12:35 p.m.

### Unfinished Business

#### **Board Strategic Work Plan**

Discussion held on the 2023-2024 Board Strategic Work Plan.

#### **Governance**

Discussion held on Governance. Trustees were asked to review the Draft 2023-2024 Trustee Handbook and provide their feedback before the October 13, 2023, Committee of the Whole meeting.

### Notices of Motion

There were no Notices of Motion.

### Information

No information.

### Comment and Question Period

No comments or questions from the public.

### Requests for Information

No requests for information.

*Trustee Pequin stepped out of the meeting at 12:42 p.m.*

### In Camera

**074/2023 - Moved by Trustee Oatway-McLay** that the Board of Trustees move to In Camera at 12:43 p.m.

**CARRIED 6/7**

*Trustee Pequin was not in the Boardroom for the vote.*

**075/2023 - Moved by Trustee Oatway-McLay** that the Board of Trustees revert to a Public Board meeting at 2:23 p.m.

**CARRIED UNANIMOUSLY**

**Adjournment**

Trustee Oatway-McLay adjourned the meeting at 2:23 p.m.

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Chair

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Date

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Superintendent

DRAFT