



# BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

## Public Board Meeting

# AGENDA

**Date:** October 25, 2023 **Start Time:** 9:00 a.m.

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

1. [Call to Order](#)
2. [Land Acknowledgement](#) - Trustee Murray-Elliott
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 September 27, 2023
6. [Presentations](#)
7. [Reports from Senior Executive](#)
  - 7.1 2022-2023 School Council Year in Review Reports
  - 7.2 2023 ASBA Lieutenant Governor of Alberta Student Award
  - 7.3 Bus Route Summary
  - 7.4 Holiday Card Artwork Selection
  - 7.5 Human Resources Annual Report (2022-2023) October 2023
  - 7.6 Overdue Transportation Fees
  - 7.7 September 29 Enrolment Numbers

- 7.8 Technology Services Report - October 2023
- 7.9 Communications Report - October 2023
- 7.10 Deputy Superintendent, Education Services Report
- 7.11 2023-2024 Superintendent Discretionary Fund
- 7.12 Superintendent Report
- 7.13 Administrative Procedure 315: Volunteers

## 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 General Employment Conditions
- 10.2 Policy 235: Conduct of Board Meetings

## 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

**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.

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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				
<b>Budget Item Description</b>	<b># FTE</b>	<b>Avg Salary &amp; Ben</b>	<b>Cost</b>	<b>Date</b>	<b>Totals</b>
<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.

-----  
Chair

-----  
Date

-----  
Superintendent

DRAFT



**Date:** October 25, 2023 **Agenda Item:** 7.1  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
**Governance Policy:** [Policy 305: School Councils](#)  
**Additional Reference:** [Education Act Section 55](#)  
[School Councils Regulation 92/2019](#)  
**Assurance Domain:** Governance  
Local & Societal

### **Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **2022 - 2023 School Council Year in Review Reports**

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### **Purpose:**

For information.

### **Background:**

School Councils are asked to provide an annual “Year in Review” report to the Board of Trustees every Fall as per *Policy 305: School Councils*.

Attached, you will find the “Year in Review” reports for the 2022 - 2023 school year submitted by the following School Councils:

Bon Accord Community School	Namao School
Camilla School	Ochre Park School
École Morinville Public School	Redwater School
Four Winds Public School	SPVA & Learning Centres
Lilian Schick School	Sturgeon Composite High School
	Sturgeon Heights School

Support and reminder communications were provided to the respective schools of: Gibbons School, Guthrie School and Landing Trail School.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. 2022 - 2023 School Council Year in Review Report - Bon Accord Community School
2. 2022 - 2023 School Council Year in Review Report - Camilla School
3. 2022 - 2023 School Council Year in Review Report - École Morinville Public School
4. 2022 - 2023 School Council Year in Review Report - Four Winds Public School
5. 2022 - 2023 School Council Year in Review Report - Lilian Schick School
6. 2022 - 2023 School Council Year in Review Report - Namao School
7. 2022 - 2023 School Council Year in Review Report - Ochre Park School
8. 2022 - 2023 School Council Year in Review Report - Redwater School
9. 2022 - 2023 School Council Year in Review Report - SPVA & Learning Centres
10. 2022 - 2023 School Council Year in Review Report - Sturgeon Composite High School
11. 2022 - 2023 School Council Year in Review Report - Sturgeon Heights School

**Bon Accord Community School**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

Jared Thompson

**Chairperson**

**Enter Name:**

Jared Thompson

**Bon Accord Community School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2022 – 2023**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

### September 2022

- Student roster is significantly up at 239, this has allowed us to maintain two classes for each grade and has also brought some new staff to the school.
- \$1,500 was raised towards the Terry Fox run
- There is a new curriculum for K-3 for math and language arts, this will bring change in the parent portal gradebooks. Specifically impacting the formative and summative categories, lots of information will be provided to parents.
- This week is National Truth and Reconciliation week, activities have been held all week
- Nutrition program is up and running, budget is very tight with the increased number of students. Community breakfast will be coming with a monthly assembly in the gym.
- There are 38/44 students enrolled in the rec academy for grade 4's.

### October 2022

*No Meeting – due to PTI*

### November 2022

Admin

- Recovering from the Outbreak status from RSV, currently quite a few cases of flu
- Reference to school newsletters that are coming out regularly
- Next meeting will be presenting education plan for coming year. This will include data measures for the division aligned goals. Will also be posted on our website.
- Bon Accord and District Ag Society donated \$2K to the breakfast program as well as \$1.5K for the purchase of a dishwasher and fridge
- \$1,000 donation from Picford to the Rec Academy
- Discussion of plans for snow removal, in the future snow will be piled in the yard to serve as a secondary play area.

Executive

- Jared confirmed his participation in Council of School Councils which was held at the end of October, meeting found valuable.
- Value scoping workshop upcoming next week, focus on capital spending in the division. Update will be provided.

ACSC Grant

- Carryover exists for \$428, each year allotment of \$500. To be used on parent workshops for various topics of interest in the school, parent resources, ideas to engage parents, etc.
- Please bring forward any ideas for topics, presentations, etc.

Mr Sales – Counselling and Wellness Plan

- Works in conjunction with the Mental Health and Wellness Coach and they have created a mental health and wellness plan for the school. Detailed plan is available on the website.

## December 2020

*No Meeting*

## January 2023

Admin Report

- High-level overview of the Educational Plan provided by Kessia, plan will be posted on the website for reference. This included a budget overview.
- Overview of ICE Presentation held on February 18, presentation was extremely valuable. Next week is another presentation - Foundations of Connections with SAFFRON Center, see email that went out this week, registration required.

Superintendent Warren attended meeting

Trustee Report

- Overview of school presentations conducted.
- Touched briefly on transportation, conversations ongoing in division regarding next year.
- Joint use meeting update produced an idea of a solar farm in town as a field trip.
- Please subscribe to the division newsletter.
- Inclement weather was addressed, clarification made between where the call is made to run buses or not. As of November 2021 the bus operators will make the decision as to the safety conditions, determining whether or not to operate the buses. All buses across division would be called at a point of -40 C, this is without wind-chill.
- Clarification made around the scanning on and off the bus, this is not for GPS purposes but rather for tracking who was on the bus in the event of an emergency.
- Lengthy discussion held as to recent frustrations around a recent breakdown in the communication when a bus went into the ditch.
- Superintendent Warren spoke to bussing and overall update of division.

## February 2023

Admin Report

- Kessia provided overview of preliminary planning happening for next year. Looking at class plans to be submitted soon.
- Provincial budget approved today, contained within this was approval for the support for busing for students K-6 within 1km of school.
- Update held for period of “technology free” time. First instance arose at indoor recess and now happening going forward at intervals. Referring to technology related to non-educational times. Striving to find the right balance between ensuring that we still promote real interaction.
  - Reminder Alberta Education Assurance survey has gone out, this is relevant to grade 4 families. The grade 4 survey also went this week to students.
  - BACS, LS and Legal will be sharing new resources to work in collaboration with our current mental health resources. Kezia Mensah attended meeting to speak briefly to this. Program is in the early stages, more to come. This will be similar to



the HYPE program that has been very successful in Red Water. Will involve resources for students, staff and parents.

#### Trustee Briggs Report

- Definition has been made for attendance areas within Sturgeon County. This information has been distributed to parents. This includes the definition of an area for Legal.
- Discussion held around the potential for a new school in Gibbons and the potential impact this may have on Bon Accord.

#### Executive Report

- No formal update. Brief update provided for the archery club and the tournament that the grade 4's were able to attend last weekend at Lillian Schick. Kids were extremely excited. 4 kids will be attending provincials.

### March 2023

No meeting due to PTI

### April 2023

Admin report

- Dance party to be held outside this coming Friday, April 28.
- Next week is education week and there will be a message coming out to parents to ask them to come forth with any talents or passions they would like to showcase.
- May 10 there will be a lockdown practice.
- There is Alexander First Nations Culture Camp happening the week of May 8<sup>th</sup> and our Grade 3's will get to attend one morning.
- Looking at planning for next year, potential for there to be a 3<sup>rd</sup> grade 1 class next year.
- Shelf doors are coming to the hallway shelving units as well as a water bottle filling station.

#### Trustee Report

- Last evening was Sturgeon Night of Music, excellent.
- There are 6 Provincial funded school systems in Alberta, we need to be talking to our local candidates – as publicly funded we accept all but this is not the case for everyone – why?
- Biggest item currently is budget.

#### Executive Report

- We have about \$400 left in our grant account. Proposing to book the outdoor classroom for a family nature night, targeting June 16<sup>th</sup>.

### May 2023

AGM

Motion to dissolve School Council was passed, new council was formed

Chair – Jared Thompson

Vice Chair – Carmen Siemens

Secretary – Katelyn Fleury

Officers – Jessica Kampjes and Christy Condin

### 1.1 Admin Report

Kessia provided overview of the May 2023 Quarterly Reporting to School Council document which included staffing for the school. Budget looks like there is additional monies remaining, this is a result of the Curriculum Implementation Funding – will allow for the carryover of \$10k into next year to be available to put towards the outdoor classroom. The breakfast program was also discussed, 75% of budget currently spent which is appropriate for remaining costs to come in year. Acknowledgement and appreciation for the additional donations that were received into the breakfast program and volunteers this year. Also covered the School fees final budget which includes materials fees, costs for technology, additional options for the Grade 4 Rec Academy (next year to also offer maker space, outdoor pursuits and foods). Overview was provided for teachers next year also:

Pre-K, current teacher will be away for one year and position to be posted  
Kindergarten, both classes will be Mrs. Thompson  
Grade 1 – Mrs. McEachern and Mrs. Sadlowski, hiring one additional  
Grade 2 – Mrs. Roe and Mrs. Tower  
Grade 3 – Mrs. Gagnon and Mrs. McNeil  
Grade 4 – Mrs. Hand/Mrs. Beckman and Mrs. Gilpin

Mrs. Hall and Mrs. McGuire will together be the learning and wellness coaches.

### 1.2 Trustee Report

Call out and appreciation for the success of the Legal school fair. Awaiting information on budget tomorrow. Discussed success of school division (Rock of Ages at Camilla School and Art Show from Landing Trail).

### 1.3 Review of By-Laws

Jared provided overview as background.

### 1.4 Health and Safety of Playground

Parent provided overview presentation to the committee. Outlined her background in physical education and previous experience in dealing with health and safety concerns. Canadian Playground Safety Institute and other organizations have been contacted to outline some concerns. Raising concerns as a parent of this school. Kessia spoke to oversight of health and safety protocols from the division.

### 1.5 Pride Week

Concerns brought forward by Parent around Pride Week, addressed fact that speaking on behalf of other parents. Would like to address concerns that pride week is associated with organizations/topics that not all families identify with. Kessia addressed Sturgeon School division and their position with respect to the two LGBTQ communities and support for all students. This is mandated in the Education Act. Question posed as to whether the school library has any books that address transgender, this does not lend itself to this age group and was confirmed as no. Books are monitored for being appropriate for age groups by school.

Outcomes will be communicated from the school to parents around the Sexual Orientation and Gender Identify (115), from Alberta Curriculum.

**June 2023**

*No Meeting until September 2023*

Choose an item.

**School Council - Financial Statement**

**REPORTING PERIOD: September 1, 2022 – August 31, 2023**

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$	_____
	List any other Assets:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	<b>TOTAL ASSETS</b>	\$	<input type="text"/>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$	<input type="text"/>
<b>INCOME</b>	List Income:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	<b>TOTAL INCOME</b>	\$	<input type="text"/>
<b>DISBURSEMENTS</b>	List Disbursements:		
	•	\$	_____
	•	\$	_____
	•	\$	_____
	<b>TOTAL DISBURSEMENTS</b>	\$	<input type="text"/>
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2022	\$	<input type="text"/>
	Withdrawals	\$	<input type="text"/>
	Deposits	\$	<input type="text"/>
	Bank Balance August 31, 2023	\$	<input type="text"/>

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

# Camilla School Council would like to thank all the volunteers that helped with our various activities throughout the 2022/23 School Year!

**Please see below for a brief review of the year.**

<b>September</b>	<ul style="list-style-type: none"> <li>• AGM</li> <li>• Establish Executive positions</li> <li>• Plan future events ie: babysitting course</li> <li>• Grab and Go initiated with CSSA</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Hot lunch started (every 2 weeks)</li> <li>• Decided to run Christmas Store</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Planned Christmas Appreciation gifts</li> <li>• Planned Pancake Breakfast</li> <li>• Decided to support Rock of Ages Musical</li> <li>• Hosted "ICE" presentation on Internet safety Nov. 23rd</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Hosted Pancake breakfast December 23rd</li> <li>• Hosted Christmas Gift Store</li> <li>• Supported Adopt a family Food Hampers</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• Babysitting Course Jan 30,31st</li> <li>• Decided to do Glow dance</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Planned ASCA presentation</li> <li>• Planning Book fair</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Hosted March 14th ASCA presentation on School Council Purpose</li> <li>• Bottle Drive with Rotary for Rock of Ages</li> <li>• Glow dance planning</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• April 17th hosted ASCA presentation on Engagement</li> <li>• April 24th Home alone course</li> <li>• Glow Dance April 28th</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Hosted week of May 8th, Book Fair</li> <li>• Help with Concession May 26th Elementary and Junior High Track and Field</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Plan for Year end hot dog lunch on same day as primary Track and Field</li> <li>• Pre-K open house</li> <li>• June 26th Teacher and Bus Driver appreciation</li> </ul>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Watering Trees</li> </ul>

*Hope to see everyone at our AGM in September!*

**Ecole Morinville Public School**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

Courtney Derouin

**Chairperson**

**Enter Name:**

Courtney Derouin

**Ecole Morinville Public School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2022 – 2023**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

**September 2022**

- Election of Executive; maintained same executive members as 21/22 with the exception of voting in Courtney Derouin as Secretary (replacing Jennifer Anheliger) Chair; Becky Lynn McNeil, Vice Chair; Jill Hibbs-Pinney, PFA Liaison; Michelle Keller
- Principal Report (Kendra Thompson): Fire Drills planned, Sensory Rooms in high demand – 2 rooms available, Chicken Coop being prepared, Terry Fox week plans
- Meet the Teacher Night was a success; excitement for more in person events

**October 2022**

- Our House daycare open, Christmas Concert planning, Parent Teacher Interviews, IPPS being completed and OT/PT coming back into building,
- Truth and Reconciliation – Orange Shirt day and other activities successful, Implementing new Curriculum, Finished provincial assessments, Opted out of Grade 3 provincial test, Makerspace relaunched.
- Transportation update from Trustee Buga – funding issues for bussing students within 2.4 km of school (basically all of Morinville minus South Glens)
- COSC set for Oct 25

**November 2022:**

- Halloween Week was eventful; parade, dance party, class parties, glow sticks
- Information from Council of School Council's Meeting
- Remembrance Day Ceremony was well attended by parents as were PTIs and Book Fair
- Food for Thought donation from Midstream Society (separate from Dragon Snack grant funding)
- Update on Christmas Concert – details being finalized, tickets for families
- Saffron Center presentations: Percy's got a bubble and My body, My boundary
- Successful Hot dog day – opportunity to build community and culture in school; even with some sickness in community parents still came to pick up kids hot dogs
- Literacy Coach in the school, Learning Farm getting re-energized
- Value Scoping Sessions Nov 29 and Dec 1
- Discussion of ASCE grant with 1 time roll over – EMPS has close to \$1000
- Update on CASA classrooms throughout division

## December 2022

- Sturgeon Public Schools Annual Education Results Report from Principal
- Christmas Concert and Events throughout school; 12 days of Christmas, Snowflake Winter Wonderland, Candy Cane Sales
- Presentation from Mental Health Coach (Haley Allen) Monthly Character Development Theme with Assembly including nominations for students who embodied those traits and will receive award and wristband colored to match the theme. Goal to have every student nominated by year end. School wide activities planned as well such as trivia, karaoke, food bank drive, etc.
- Value Scoping Report; EMPS “modernization” from modulars added, lowers our score, Potential proposal for EMPS to be new build as K-6, Gibbons first priority this year due to community partnership which strengthens proposal
- B. McNiel step down as chair effective immediately as she was hired on with the School
- J. Hibbs-Pinney acting chair, position advertised in next Dragon News
- Ideas suggested for ASCE funding (Find Your Village, FOPS, \$928.17 available)

## January 2023

- Meeting Cancelled

## February 2023

- Principal Report from K. Thompson: Reviewed 3 year education plan and mid year survey
- Registration Open, Kindergarten and Pre-K Open house planned
- Levelled Readers ordered for school using Government curriculum grant money
- Teacher Report from M. Webb: Construction on Chicken Coop completed – suggested to bring in a Parent/Community Member as a Learning Farm Liaison to keep longevity and sustainability
- COSC March 21
- Transportation Update from Trustee Buga; many issues with funding, model, fees, demand, noon bussing, believe it will affect mostly Jr High students and not EMPS
- Still seeking new Chair – suggested and planned to have table at Open House so that families put faces to the council

## March 2023

- PTIs scheduled around COSC, Parent Engagement evenings planned around picky eating and whole brain child
- 3 year plan identified parent engagement as area of growth
- Vice Principal, Teacher and Trustee report non applicable due to absences
- Courtney Derouin step down as Secretary and elected as Chair, Erin Carrol elected as Secretary
- ASCE grant money vote approves use for Strengthening Children against Anxiety session with Karen Young, author of the Hey Warrior book being used in Gr 3 and 4 classrooms to support students to learn to identify and manage anxiety
- Post Learning Farm Liaison Flyer and share with Morinville News



- Creation of email for school council to be managed by Chairperson; vote carries
- Pamphlet developed for Kindergarten Open House reviewed
- Parent Resource on Monthly Character theme proposed and submitted to inform parents of school wide activities as well as share other resources for Parents on the theme (March was Truth and Wisdom)
- Feedback for Open House; expand information to include culture of whole school not just Kinder programming such as Learning Farm, Literacy Day/Coach, CASA classrooms partnership, etc.
- Principal proposes engagement idea for Carnival in June – high interest in such an event

### April 2023

- Sturgeon Night of Music update, Registration open for next year, Month of the Military Child, Curriculum Updates
- Eggs in Incubators with the Grade 3 classrooms! Still seeking Learning Farm Liaison
- May 4 Jack and the Beanstalk Play, May 5 Literacy Day
- Reminder of ASCA AGM – Courtney will register and submit vote online
- 3 year plan; EMPS as 2<sup>nd</sup> priority
- Update on Transportation changes in funding to 1km radius
- COSC – group email formed, casual engagement in the parking lot for example is still engagement, shared fundraising ideas
- Chair report on Town of Morinville Volunteer Recruitment session – connect people to the heart of what school council is/does, recreate mission/vision to include the why, make people feel included, have clear leadership and roles for volunteers, path for progression (ie start as classroom rep, join a committee, lead a committee, shadow a role such as secretary, join executive), entice with small focused tasks that are minimal time commitment to get people started/in the door
- Parent Engagement sessions set – Strengthening Children against Anxiety date April 26, picky eating and whole brain child on May 24 (\*Parent Feedback that Karen Young strengthening children against anxiety event was expensive – parent was joining online and had some issues with hybrid model, struggling to hear and participate in the meeting. Council used funds towards one event as time was running out for planning during the school year, the event ties in with resources being taught in classrooms, we want to use the funds purposefully to not lose them)
- Proposal to update school council website link through school to include Policies and Procedures are posted as per Operating Procedures. As well as suggestion to include links to minutes and agendas on the website as well as through dragon news and the parent facebook page to ensure availability of information
- Wish to review the division wide survey on what parents want to see from school councils, how they like to engage, where they want to find information
- Added Learning Farm Liaison Role to Operating Procedures
- Review revised Mission and Vision and adopted by unanimous consent
  - a. Mission: *"Ecole Morinville Public School Council creates opportunities for parental and community involvement to support and enhance student success. We actively participate in school improvement planning and advise faculty on parental perspectives, aspirations and values."*

- *Vision: Ecole Morinville Public School Council values parents' voices. We believe a variety of opportunities enable families and community members to be meaningfully involved in public education for our students. These voices can provide a consistent foundation throughout fluctuating influential factors that impact education systems and delivery. Council is a platform for members to exercise their voice, power and commitment to the best education for our children.*
- Determined votes for ASCA AGM Advocacy Resolutions
- Revisit certain policies such as updates from teachers on what grades are working on that are not currently happening – do we want to make sure they happen or revise our procedures to remove? Decided to keep them in and work on establishing accountability to make sure they happen next school year.
- M. Keller initiated contact with Morinville News Online to promote council's advertisement for Learning Farm Liaison – front page story result [EMPS Learning Farm seeking community liaison - Morinville News - Morinville Online](#)

### May 2023

- SPS Communications and Marketing Presentation – Google Reviews requested, get families to post on social media and tag EMPS and SPS, use keywords, short form content, hopping on trends
- Red dress day on May 5 solely for staff to recognize, not being shared at a student level due to gravity of the meaning behind it.
- Posting for a second principal at EMPS will allow greater capacity for supporting students and staff
- Moosehide walk May 11; partner with Jessie's House; be a buddy not a bully; For grade 3 and 4
- Carnival Plans coming together – performers booked, free hot dog BBQ, glitter tattoos, working on booking petting zoo. June 15<sup>th</sup> 4:30-6:30
- Lots of field trips coming up – if parents want to get involved they can contact their teacher, don't have to wait to be asked
- 24 chicks hatched and will be housed in the Learning Farm; Liaison Position has been filled by Ashlee White - Lots of contacts and knowledge, good composting and soil management plans, able to get cheaper feed, adding other animals
- 21 stations throughout school for Literacy Day – many volunteers coming in to lead activities or read to students, parent volunteers welcome
- Transition to Adulthood Fair May 25 at Sturgeon Comp 5-8pm
- Noon bussing being offered for Pre-K; All riders will see a reduction in fees!
- Board is meeting with election candidates; focus on keeping public education public and advocating/inquiring about infrastructure
- ASCA website members only information updated if anyone would like to access Chair can share password
- Report shared from ASCA AGM
- Multiple ideas for parent engagement; ASCA Task Force, job tree (virtual), new parents welcome package, present at Kinder Open House, Annual Agenda, etc
- Results shared from survey conducted at Family Dance (Q1: What excites you most about your child's education? Q2 what would you like to see from your school council?)

survey April 2023	outdoor	literacy	ment hlth	soc skills
Total	32	26	23	31
Q1	65%	53%	47%	63%
survey april 2023	parentin	advc	eng/soc	
Total	21	11	36	
Q2	43%	22%	73%	
49 surveys				

○

- Proposed 3 year plan for school council (Year 1; build parent engagement, Year 2; build community engagement, Year 3; Recruitment and Mentorship Planning for School Council Executive)
- Outdoor classroom and Education; Nature Practitioner Course offered by Child and Nature Alliance Canada coming to Edmonton in October – build skills for our Learning Farm – PFA cannot pay for teacher to go but can sponsor a volunteer \$1850 for the course
- Followed ASCA Political Engagement recommendations, emailed candidates and shared responses solely on FB Parent Page

# ENGAGING WITH OUR CANDIDATES

## **Hello!**

One of the possible roles of school council is to support parents to engage with our political parties and potential or current representatives.

Following Alberta School Council Associations Political Engagement Plan, 5 questions were submitted to our potential candidates. So far 2 have replied and we are still seeking a response from the others.

## **Purpose:**

**To engage with political candidates, seek information and gain insight about party perspectives particular to public education (paraphrased from ASCA)**  
[www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca)

## **Email sent to:**

**info@dalenally.ca**  
**karenschaw@albertandp.ca**  
**info@albertaparty.ca**  
**info@albertagreens.ca**

## **Attached:**

Copy of the letter (based off of [albertaschoolcouncils.ca](http://albertaschoolcouncils.ca) sample letter) sent.

The responses received so far.

Any further responses will be added as soon as they are received (follow up email sent and voicemail left - working hard to bring all perspectives to you!).

As this is for informative purposes only, comments will be turned off. Thank you!

# THE 5 QUESTIONS

Dear Candidates,

Thank you for putting forward your name for the upcoming provincial election.

The opportunity to engage in democracy and elect officials who will make important decisions for our province and its future is one we appreciate and choose to engage in as informed citizens and parents. As parents of young children, our parent community is largely busy so we would like to take some time to reach out to you directly to bring some of your views to them.

To better inform our voting decisions, and those of the parents in our school community, we ask that you answer the following questions, from your own position, as well as that of your official party's position.

1. EMPS is a 70+yr old building that was originally designed as a high school and structurally does not meet the needs of a modern elementary school. Many school buildings in our Rural division are aging and need modernizations or replacement options. What would you do to address this issue?
2. What are your views on standardized tests?
3. Our playground is deteriorating and cost of living increases make fundraising difficult. What would you do to try to end the expectation that parents fundraise for education?
4. As a Public School, EMPS supports students with a wide range of learning styles. In what ways would you improve supports for diverse students and complex classrooms?
5. What are your top three priorities for Education in Alberta?

We look forward to your response, and thank you in advance, for taking the time to address these important topics. Responses will be shared publicly with school community members.

Courtney Derouin  
Chair  
EMPS School Council 2023  
Ecole Morinville Public School

# **ALBERTA PARTY - CFO**

**Here are my responses on behalf of the Alberta Party.**

- 1. An Alberta Party government would ensure building decisions for new schools are not politically driven, and would fund new schools according to enrolment numbers.**
- 2. We do not have a policy on standardized tests.**
- 3. An Alberta Party government would provide sustainable, consistent, adequate funding for our schools, thus ending the need for parents to fundraise.**
- 4. An Alberta Party Government would increase supports for students with special needs with additional appropriately trained staff and funding, including targeted funding for educational assistants.**
- 5. Our top three priorities are:**
  - to initiate a curriculum development process that is representative, evidence-based, and protected from political interference;**
  - to fund education adequately; and**
  - to invest in high-quality childcare and Early Childhood Education.**

**Yours sincerely,**

**John Gee  
Chief Financial Officer  
Alberta Party**

## **NEW DEMOCRATIC PARTY**

**Since 2019, 36,000 more students have enrolled in Alberta's schools, but the UCP has failed to hire a single additional teacher. They've underfunded education and haven't built schools where they're most needed.**

**An Alberta NDP government will invest in supporting students and education. We will fund every student and classroom, setting targets for classroom sizes. We will do this by hiring 4,000 more teachers and 3,000 educational support staff. Our plan means more one-on-one attention for students. And it means every child will get the support they need to succeed. We will also allot \$100 million annually to restore and expand PUF funding.**

**We've heard concerns from parents and teachers about the UCP curriculum. We will initiate a curriculum review within our first 100 days of being in government and invite input from Albertans, especially those with children in schools.**

**We are also continuing to follow through on Rachel Notley's vision to ensure no student goes hungry by expanding the school nutrition program. In year three, the school nutrition program will grow to cover 75,000 students at an annualized cost of \$20m.**

**Finally, we are committing to building and modernizing 125 schools across Alberta in this term of government.**

**Thank you for your commitment to public education in Alberta.**

**I hope I can count on your support,**

**Karen Shaw**

**Alberta NDP candidate**

**Morinville – St Albert**



## **ALBERTA PARTY - CANDIDATE**

**Thank you for your patience. I will do my best to answer as candidly as possible.**

**1. As the former principal of Ecole Morinville Public School, I know firsthand the challenges of that building. I have also worked in other buildings that have similar issues. For me, it is a matter of properly funding education, not only for instruction but infrastructure too. Expanding capital projects is necessary all across Alberta.**

**2. It is different at every level. I believe there is a need to help guide our instruction but currently, that is not what is happening. Standardized tests have become a tool for rating schools and creating a competitive environment that is detrimental to community schools. It also puts too much stress on young kids. In its current format we are spending millions to administer the tests. That money could do more for kids if it was directed to the classroom.**

**3. I am sore to hear that the playground is not holding up. I know the parents worked very hard to get that equipment not too long ago. Again, I think that schools need to be funded properly. A school is not just textbooks and teachers, and for elementary schools it's playground equipment to be healthy active kids.**

**4. One is increasing EA's in the classrooms. It is difficult to answer this without having a conversation. When I was principal there, we continually thought outside the box to try and support all kids. Funding for unique programs needs to be brought to the table. The current, one size fits all funding model for education is not working and I would like to see that changed.**

**5. In no particular order because you can't have one thing without the other.**

**Mental Health supports**

**Increase staffing - teachers and EA**

**Proper funding for programs - learning needs, behaviour needs, and HS programs like carpentry.**

**Capital funding.**

**Sorry I have to have 4.**

**Take care,**

**Wayne Rufiange**

### June 2023

- Meeting Cancelled – Chair Report provided in lieu
- Running Photo Contest for Playground Advisory Input throughout the Summer
- Plan to share information at Carnival on June 15th
  - Promote Photo Contest, yearbook, advertise open positions – PFA Chair and Welcome Committee



- Trustee Report included in Chair Report from meeting between C. Derouin and S. Buga on June 2, 2023 – Re: budget explanations/information
- C. Derouin and K. Thompson met May 25 – dates shared in Chair Report around Meet the Teacher Night, First Council in Sept, etc.

**Chair Report**  
**Courtney Derouin**  
**June 8<sup>th</sup>, 2023 - Cancelled Meeting**

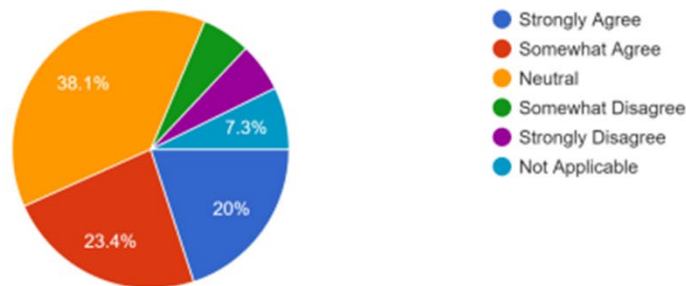
1. Celebrate the Year!
  - a. Report to School Division
    - i. Learning Farm Liaison Recruited – Amazing fit with our school, big plans for greenhouse, garden, beautification, community collaboration, more animals, etc. Welcome, Ashlee White!
    - ii. We managed to fill all positions after Chair stepped down to accept staffing role in school community!
    - iii. ASCE Grant Use – Karen Young
      1. Parent Feedback: “I really enjoyed it and learned a lot how kids think!”
    - iv. Formation of COSC Group Email and being to bridge collaboration with other schools in division
    - v. Results from SPS Survey (specific to school council):

Sturgeon Public Schools  
Parent Engagement 2023



School Council plays a meaningful advisory role in my child's school.

441 responses





When asked, **What do you think parental or guardian involvement should look like in schools**, the following themes emerged:

- Parents want to continue to volunteer in schools. Schools should ensure these opportunities are well communicated.
- School Council is a common way to be involved.
- Parents are happy with the opportunities they have to be involved in school.
- Parents are content with the general information they are receiving from schools.

When asked, **How can Sturgeon Public Schools support parents / families to take a more active role in ensuring students' success in education**, the following themes emerged:

- Schools could communicate more around volunteer opportunities in schools.
- Communication could be improved around discipline, academic achievement, and weekly or monthly activities and events.
- More workshops or learning opportunities for Parents would be appreciated.
- More parents could be involved through School Councils.

1. Annual Agenda for 2023/2024
  1. Living document will change as we learn throughout next school year
2. Council Year at A Glance (to be updated and distributed school year 2023/2024)
  - a. September
    - i. Meet the Teacher Night
    - ii. First meeting Sept 11
  - b. October
    - i. AGM/Election
  - c. November
    - i. 1<sup>st</sup> Update from Teachers on what grades are working on (from policy/procedure)
    - ii. COSC Nov 15
  - d. December
    - i. Christmas Concert Dec 14/15
  - e. Jan
    - i. Mid Year Survey
  - f. Feb
    - i. Kinder Open House
    - ii. 2<sup>nd</sup> update from teachers
  - g. Mar
    - i. Share ASCA Resolutions
    - ii. COSC Mar 7
  - h. Apr
    - i. ASCA Conference
  - i. May
    - i. 3<sup>rd</sup> update from teachers

- a. Jun
  - i. Carnival
  - ii. Report to the Board
  
- 2. New Parent Welcome Committee
  - a. Start recruiting through June – have in place for September meet the Teacher night Aug 30 – just be present to answer questions, have table, distribute info (pamphlet, inform re Parent FB Page, Trustee Talk, Council Meets, PFA, Dragon News, etc)
  - b. Minimal time commitment – just for meet the teacher and then committee can share the role/make own plans for connecting through Kendra and council with families new to the school throughout the school year – ie new parents can be connected to specific member of the committee to be welcomed/ask questions?
  - c. Seeking 2-5 members?
  - d. Have Council/Learning Farm Liaison members present as well during meet the teacher night
- 3. Playground Social Media Challenge
  - a. Goal:
    - i. Provide engagement opportunity for parents to advise playground planning
    - ii. Increase FB Page membership/engagement
    - iii. Build culture/fun for existing and new families
  - b. Must have student enrolled at EMPS for 23-24 school year – vet through the Event page co-hosted by Michelle and Courtney
  - c. Encourage parents to join FB page
  - d. Share to Ice Hut for their own social media presence
  - e. Parameters
    - i. Include piece of playground equipment you would love to see at EMPS, can be photo/selfie/reel/tik tok, etc
    - ii. Shout out to the Ice Hut
    - iii. Must be enrolled for 2023 school year
    - iv. Multiple Entries (maximum 3 per family)
    - v. Entries will be shared publicly
    - vi. Draw date Sept 6<sup>th</sup> – open event to EMPS families to meet there and view draw live as well as stream online
  
- 1. Promote @ Carnival
  - a. Summer Photo Contest
  - b. Advertise open positions (PFA Chair, Secretary, Directors at Large, Welcome Committee)
  - c. Yearbook
- 2. Summary of Meeting with Trustee
  - a. Budget is running at a large deficit for 2<sup>nd</sup> year in a row to account for surpluses that were held in reserve to ensure resiliency through incoming cuts in funding, which can no longer be held in reserves (amount has been capped)
  - b. Further funding has also been allocated to SPS (1/6 boards to receive said funding throughout province); due to our division being particularly impacted by changes in funding
  - c. Changes: Funding based on weighted moving average (meant to be more predictable so schools don't see large decreases in \$ based on enrollment numbers, however this model is difficult to work with when student #'s are increasing rather than decreasing)
    - i. 25% of enrollment from previous year
    - ii. 25% of current enrollment
    - iii. 50% projected enrollment next year
  - d. Check SPS Website for further details
- 3. Next Meeting Date – Sept 11, 2023

# PICTURE THIS PLAYGROUND



You're  
Invited!

More info,  
events and  
parent  
engagement on  
Facebook:  
**MPS Parents  
Group**

## EMPS SCHOOL COUNCIL

Summer Photo Contest - Inspire our school's playground plans with **photos/reels/videos of you enjoying playground equipment you'd love to see at EMPS** for a chance to win 1 of 3 \$15 gift certificates to The Ice Hut!

**Contest open June 19 - Sept 4; Draw to take place beginning of September** (3 winners \*must have student registered for 23/24 school year).

## Submit via our Facebook Event Page

OR EMAIL YOUR SUBMISSION TO  
EMPSCOUNCIL@GMAIL.COM  
ALL PHOTO ENTRIES WILL BE SHARED  
PUBLICLY



Include a  
shoutout to The  
Ice Hut with  
your entry by  
mentioning your  
favourite  
flavour of ice  
cream!

Name of School  
**School Council - Financial Statement**  
REPORTING PERIOD: September 1, 2021 – August 31, 2022

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$ _____
	List any other Assets:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	<b>TOTAL ASSETS</b>	\$ <input style="width: 100px;" type="text"/>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$ <input style="width: 100px;" type="text"/>
<b>INCOME</b>	List Income:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	<b>TOTAL INCOME</b>	\$ <input style="width: 100px;" type="text"/>
<b>DISBURSEMENTS</b>	List Disbursements:	
	•	\$ _____
	•	\$ _____
	•	\$ _____
	<b>TOTAL DISBURSEMENTS</b>	\$ <input style="width: 100px;" type="text"/>
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2021	\$ <input style="width: 100px;" type="text"/>
	Withdrawals	\$ <input style="width: 100px;" type="text"/>
	Deposits	\$ <input style="width: 100px;" type="text"/>
	Bank Balance August 31, 2022	\$ <input style="width: 100px;" type="text"/>

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**Four Winds Public School**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

**Chairperson**

**Enter Name: Jenn Anheliger**

**Four winds School Council**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 – 2023**

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**September 2022**

- Election of Executive
- School Code of Conduct
- Principal report, discussion around classroom sizes and capacity
- Roundtable discussion with Trustee Buga

**October 2022**

- Meeting Cancelled

**November 2022**

- Accountability Pillar Results from Principal
- Information from Council of School Council's Meeting
- Principals Report
- Trustee Report – length discussion around bussing
- French language curriculum discussed.

**December 2022**

*Meeting Cancelled*

**January 2023**

- Discussion of student surveys
- Discussion around mental health, harmful language
- Fins Program
- Library enhancements – French immersion section to be included.
- Discussion around CASA
- Report from Principal

**February 2023**

- Survey season, discussion around encouraging participating.
- Grade 9 Farewell and planning
- Budget update
- Discussion around PD and improving professional growth.
- Discussion with Trustee Buga around attendance area changes



### **March 2023**

- School Store is open.
- Staffing changes
- Sport events upcoming.
- Continued discussion around budget

### **April 2023**

- Showcase/open house to include multiple presentations and activities.
- Flight Club
- Academy registrations and parent feedback on programs
- Discussion around 2024 CTFs being planned.
- Immigration/Citizenship ceremony
- Discussion around school calendar and 3-year capital plan

### **May 2023**

- Fieldtrips, volunteer appreciation, Citizenship ceremony
- New Logo creation by a community member
- Annie production
- Community volunteering and student participation
- Bussing discussions

### **June 2023**

*Meeting Cancelled*

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2022 – August 31, 2023**

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$	
	List any other Assets:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL ASSETS</b>	\$	
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$	
<b>INCOME</b>	List Income:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL INCOME</b>	\$	
<b>DISBURSEMENTS</b>	List Disbursements:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL DISBURSEMENTS</b>	\$	
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2022	\$	
	Withdrawals	\$	
	Deposits	\$	
	Bank Balance August 31, 2023	\$	

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**Lilian Schick**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

**Chairperson**

**Tyler Hanson**

Lilian Schick

## SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2023

### September 2022

- Our AGM was to be held Sept. 22<sup>nd</sup>. However, no candidates were found to constitute the Executive. So, this became an information meeting where the administration and trustee gave updates on the school.

### October 2022

At our October meeting, Tyler Hanson was elected as Chair and Tracey Powers as vice-chair. No secretary was elected so it was decided we would simply find someone to record minutes for each meeting this year.

- The Principal gave an enrollment update, an update on funding from the Division to support split classes and an EA for elementary. Updates coming to our learning commons. Updates on school programs and upcoming events given.
- Student Council president Kaeli Mack gave a report on their activities and executive for the year
- Trustee gave a report on Lagoon litigation, transportation and COSC.
- LOGOS program is organizing a chapel for December at LTS.

### November 2022

- School administration and trustee gave an informational report, but quorum was not present.

### December 2022

No meeting was held.

### January 2023

- Administration updated on Try-A-Trade workshop attended by 120 students, update on student literacy and numeracy challenge.
- Trustee reported transportation issues still being discussed.
- Jonathan Konrad, assistant superintendent was present to make a school and website presentation.
- School Education Plan from Principal
- Sandra Cooper and Nadina Braz presented an excellent Counselling and Wellness plan for the school.

### February 2023

- Administration reported plans to update learning commons with new furniture to make the space more useful. More outdoor PE equipment has been purchased with hopes to also make it available to the community. Survey sent out to consider options available for students next year. Update on house leagues.

- Trustee updated on new attendance boundaries with establishment of Legal school. Transportation discussed.
- LOGOS program hosting pancake breakfast Feb. 21 and Easter chapel April 6<sup>th</sup>.
- Access to Education act discussed. Question posed to trustee: Does the school board feel they have adequate tools to provide a safe and healthy learning environment in Sturgeon?

### **March 2023**

- Vice-chair held the meeting as chair was absent. Administration and trustee gave reports.

### **April 2023**

- It was decided to use \$150 to support a presentation for parents on digital literacy.
- Administration gave an update on the upcoming ICE presentation; updates on options, grounds, events and school programs.
- ASCA resolutions were discussed and voted upon.

### **May 2023**

- Discussion was held regarding fees for option classes next year. Updates given on field trips and student achievements.
- Trustee reported on budget passed by board, discussion around Pride Week.
- LOGOS put on a meal for staff in May, gave Gr. 9 students Bibles and their last meeting will be June 13<sup>th</sup> at LTS.

Namao  
School Council  
Year in Review 2022 – 2023

Written by:

Chairperson  
Jaclyn Miller

NAMAQ SCHOOL COUNCIL YEAR IN REVIEW  
2022 – 2023

## September 2022

- Election of Executive done in May at the AGM. Executive positions as follows:

Jaclyn Miller – Chair

Cherie Speer & Angela Wilson – Co-Vice Chairs

Tricia Forsyth – Secretary

- Discussed ASCA workshops for the Fall and possible dates.
- Discussed organizing a few courses at the school through Sturgeon County – babysitting course, home alone safety.
- Discussed organizing speakers to come in for parent nights to provide information on different subjects. Also, student assemblies with speakers to provide info to the students as well.
- Discussed starting a campaign to advocate for highway safety in front of our school and the high school.
- Engagement Task Force
- Report from Principal
  - Beginning our work around our collaborative classroom. GOALS programming is now called Specialized Programming. We are working on a more integrated model focused on inclusion and creating a space for students to access support in grades 4 to 9.
  - With our surplus funds we were able to purchase new desks, varied seating, wobbly chairs, rockers, rolling desks for staff, fans, document cameras for all classes, C Pens, office furniture, team jersey replacement and our shared project of the video/audio upgrade in the gym (4-6 weeks away)
  - OAK is running with 15 students!
  - Foods lab was redone!
  - Thank you to NSFA and parents for working on our school grounds – planters, outdoor classroom, trees, front garden, and flower bed. All look amazing!
  - Thank you to NSFA for supporting our meet the teacher night! A great way to meet parents and build support.
  - School immunizations are coming for grade 6 and 9 students. They will be on the school calendar
  - Our grade 2 and 3 students are currently doing the new government Student Learning Assessments for math and literacy. These will be complete at the end of the month. Grade 1 will do theirs in January.
  - Students in grades 2 to 9 will be doing the MIPI this month, and students in grades 1 to 4 will be doing the F&P in November and December; grades 5 to 9 are doing their ReadTheory independent comprehension assessments over the next few weeks.
  - We are working through the new curriculum. Teachers are looking at the new outcomes and gradebook requirements
  - All students are purchasing a subsidized school shirt for \$5!
  - Currently developing a plan to spend the current surplus. Items include a portable LOFT board, desks and tables for the new foods lab.

- We are on schedule for a Wi-Fi upgrade, but as it was prepared over summer, our old infrastructure was taken down. We are currently working to resolve those issues

## October 2022

- Contacted ASCA regarding our workshops for the Fall. Workshop: The Work of School Council is scheduled for November 28, 2022, at 6pm in the Learning Common. Will also be in October's school newsletter.
- Have spoken to Sturgeon County and discussed organizing a few courses at the school – babysitting course, home alone safety.
- The Alberta Government has renewed the ASCE grant to each school council in the amount of \$500. Discussed booking speakers, outside workshops etc. or prefer to use the funds for additional ASCA workshops this school year?
- Report from Principal
  - Student SLAs in grades two and three are complete. We are awaiting information on supports to be provided by the government.
  - We have started 180 of Gratitude
  - Capital purchases: New portable LOFT board, tables for foods lab, stools
  - T-shirts for all students and staff have been dispersed. Thanks to Louise for this initiative.
  - Weekly summaries on social media; how are these going over?
  - School tech agreements online. Feedback?
  - Cross country and Terry Fox run complete; won banner for cross country!
  - Gym getting redone mid-November; new lines, completely resurfaced. Need to purchase new volleyball and badminton poles as well as tarps for the floor
  - Café Namao started
  - Gratitude challenge and jersey day last week
  - Awaiting gym screen and audio upgrade
  - Staff blanket exercise on PD Day
  - Booking for PT interviews new this year; looking to simplify for our families. Marks only in gradebook, comments will be finalized by end of November
  - Wrote a grant for technology from Best Buy for laptops, Chromebooks
  - Organizing Halloween – see letter on weekly bulletin. Primary parties, haunted house, elementary and junior high dances with costume contest
  - Assurance plan parent input: Darwin will present

## November 2022

- ASCA Workshop: The Work of School Council was scheduled for November 28, 2022, at 6pm in the Learning Common. Advertised to the school community in the newsletter.
- Chair and Vice Chair attended the COSC meeting on October 25, 2022. 13 schools in our division were in attendance. A lot of discussion about meal programs, fundraising and teacher meals provided on PTI evenings.
- We will be contacting the RCMP Internet Safety division with the hopes they will provide an informative evening at our school in the New Year. Would like to pick at least 2 more informative sessions for next year. Discussed suggestions of: anxiety/mental health, Google classroom, drugs/alcohol/vaping.



- Student Council being formed at our school. NSC would like to invite them to our Council meeting to discuss their ideas and what they are talking about that is important to the students.
  
- Report from Principal
  - o School Assurance plan complete. Mr. Krips provided high level highlights
  - o Many school maintenance projects have been completed: Wi-Fi upgrade complete, new boot room racks in community entrance, gym floor resurfaced, new LED lights in bus loop
  - o PAT results are being emailed out to families; school overall results will be analyzed by staff on December 5 PD Day. Overall results are very good
  - o We are opening a snack shop; details have been messaged out to our families on how to order. Junior High students are working the shop and must apply to be “hired” for the positions
  - o Kalinda Wiebe is taking a group of students to Montreal, Ottawa, and Toronto in May. This is a joint trip with Camilla and is filling quickly
  - o Band and Choir students are playing O Canada at the Oil Kings Game November 30
  - o The book fair was a great success with the library being able to buy \$1000 of new books
  - o Namao is participating in the 2023 Trends in International Mathematics and Science Study (TIMSS). TIMSS is designed to measure and interpret differences in the education systems of different countries to help improve the teaching and learning of mathematics and science in early grades. It is also an important tool to monitor the world class performance of Alberta’s education system. A random sample of schools for the study was drawn, and our school is included in the sample. Grade 4 classes will be involved. The online assessment is scheduled to be administered between April 3 and May 12, 2023. The assessment consists of two testing periods of 36 minutes each, followed by a 30-minute period for a student questionnaire. The test includes multiple-choice and open-response questions on mathematics and science. The study also includes background questionnaires that will be administered to parents/guardians, teachers, and the school principal. These questionnaires are designed to gain insights into key aspects of students’ backgrounds, their learning experiences, and school environments.

#### Counselor’s and Mental Health and Wellness Coach

- o Ms. Detenshen will be starting a school council as part of her work in the Sturgeon Aspiring Leadership Team training program. She will start this late November/ early December after planning and discussion with administration.
- o Ms. Detenshen is starting a Lego club with Ms. Speer.
- o Fun Fridays with Primary – Ms. Detenshen has a group of elementary students who are planning activities to facilitate on Fridays at recess with primary students. This is to encourage leadership. Right now, it is only 3 students, but I anticipate more asking to join.
- o As MHW, Kristen Nichols has implemented Kimochi’s, and Jessica Detenchen has been going into junior high classrooms during health classes and teaching targeted lessons on SEL goals. This month was test anxiety.
- o MHW delivered coffee and breakfast treats to all staff to end parent-teacher conference week

- MHW has started a lightbulb for kindness school-wide activity
- MHW will share their school plan at the December NSC meeting
- MHW are providing monthly highlights/videos on Seven teachings for classrooms

#### Learning Coaches:

- Discussed outcomes for PowerSchool for K-6 for the new curriculum
- Working with a parent to organize "little books" related to mathology, and sharing these resources with K-3 teachers
- Creating dice games for elementary teachers to use to practice math facts, and then sharing how to use and play these games in classrooms (this is the focus for November)
- Creating a numeracy library staff (still a work in progress and focus for November). This will be shared with staff at the December staff meeting.
- Supporting staff with their PGP goals and initiatives, such as: classroom management techniques, learning through games, project-based learning in science, engaging students through new methods of learning (i.e./ this month it was sharing pixel art math activities, next month is winter-themed activities to engage students), helping staff learn how to use and create rubrics, observing each other to see new techniques/strategies, "thin-slicing" math questions, stations in math/literacy, journaling in the ELA classroom. This is ongoing and is a focus for the whole year. This is teacher-specific, and teacher-driven.

#### December 2022 - No Meeting

#### January 2023

- Discussed having ICE coming in to present an Online Safety session for our parents/school community.
- Discussed council meetings being run slightly different. Any new business will be noted at the beginning of each meeting and will be put on the agenda for the next council meeting. Members will only discuss relevant topics on the current agenda.
- Discussed council increasing efforts to reach out to the whole school community via newsletters, surveys, social media, etc. to better communication, share ideas and to appropriately determine goals and objectives.
- Mental Health presentation by counsellor, Jessica Detenshen, and mental health coach, Kristen Nichols.
- Report from Principal
  - grade one staff preparing to administer the GoA SLA assessments for literacy and numeracy. These are due January 30. Information sent out January 9.
  - Student council is being formed with students from grades 6 to 9; awaiting first meeting and plans.
  - primary staff are receiving 3 days of training on new curriculum.
  - TIMSS/PCAP assessments:
    - **The Trends in International Mathematics and Science Study (TIMSS)** is an international assessment that measures trends in mathematics and

science achievement at the equivalent of the Grade 4 and Grade 8/ Secondary II levels. We are participating with grade 4 students.

- TIMSS for grade 4 will occur April 26, 27
  - The [Pan-Canadian Assessment Program \(PCAP\)](#) is a Canadian assessment of the skills and knowledge of Grade 8/Secondary Two (in Quebec) students in reading, mathematics, and science administered in the provinces and territories. We are participating in science.
  - PCAP will occur between April 17 and May 26
- Whole school pancake breakfast was a great success! Look forward to more whole school events supported by NSC and the NSFA.
  - \$500 from NSFA will come to support student nutrition by purchasing fresh fruit, and non-perishable food for our front office for students who have forgotten their lunch or need supplemental food to get through their day. We will purchase from Costco and provide receipts. We need to see how far \$500 will go.
  - Quarterly budget update

### February 2023

- Attended ASCA Workshop – Creating School Council Plans. Would like to focus on a goal of increasing parent & community awareness and engagement with our school and with our school council. To increase awareness of what school council does, it's purpose and activities. – discuss PTI info table
- Have set up a parent information session to be presented by ICE (EPS & RCMP) on March 8<sup>th</sup> at 6pm at our school.
- Discussion regarding a parent question surrounding supervision of lunch time. First aid training?
- Discussion regarding a parent question surrounding elementary recess and gym playing of ball hockey and helmets/cages required?
- Report from Principal
  - Completed the registrations for this year – 99.5%!
  - Beginning to plan for PAT's – exemptions and accommodations have been identified
  - Teacher's conference was excellent, many positive sessions. We saw a positive whole school idea: circus arts artist in residence
  - Proposed to NSC a family math games night
  - Working to finish capital purchases; will purchase tarps for gym, getting a quote for stage lights and a better sea can
  - Exambank information went to junior high families to allow them to exam prep
  - Student advisory had their second meeting Feb 27. Two junior high students represented our school
  - Saffron presentations this week March 1 to 3; information sent home to parents
  - OurSchool survey is complete; now we are working on the Alberta Education Assurance Measures survey is now extended to March 17
  - Fees for next year have been sent to central office
  - Working on preliminary staffing for March 8
  - New boundaries for Namao were announced on February 24. This will have

minimal impact on our catchment area, and many questions are still coming up regarding school of choice

### March 2023

- Thank you to all those that attended the parent information session presented by ICE (EPS & RCMP) on March 8<sup>th</sup>. It was a very informative presentation and chair received a lot of great feedback.
- Will continue to look into and find other parent presentations for other topics of interest as discussed.
- Discussion re: Cell phone policy – What would parents/guardians like to see in our school cell phone policy.
- Presentation by Kristen Nichols re: Buddy Benches and gazebo upgrades.
- Report from Principal
  - o Preliminary staffing proposal was presented at Central Office. We are waiting now to see how the new funding from Alberta Education will impact our planning. We will be given our staffing allotment in April and once that is complete, we will look at class configurations
  - o Transportation funding has changed. We are awaiting information on how this will impact our families
  - o Parent teacher interviews are March 21 and 22. Comments for classes will be available by April 3; we have changed how staff who teach all their core classes create comments. You will find the comment on student achievement and progress with a focus on literacy and numeracy in the home room section of the PowerSchool parent portal
  - o Supply lists are being redone for the fall
  - o We will be dismissing students at 3 PM for the 2023 2024 school year. We will be making slight adjustments to the bell schedule to accommodate this change. Information to follow
  - o We are keeping our 5-day rotational schedule for next year; very successful
  - o We are working with four terms next year and looking at having CTF in elementary next year
  - o We are beginning to plan STEAM options in elementary and junior high
  - o New curriculum is coming for grade 4 to 6. They will start LA and math; 1-3 will be adding science this fall
  - o Will be creating a cell phone policy for our school. We are seeking input from staff and parents

### April 2023 - Adjourned to May

### May 2023

- Chair attended the COSC meeting on March 21<sup>st</sup>. Spoke with many other school council chairs and trustees from other areas. Lots of ideas shared. Jonathan Konrad will be setting up a group email for school council Chairs to connect, share information and collaborate.
- Chair attended an ASCA workshop on Community Engagement on April 17 at Camilla school. Lots of ideas to engage the school community and in giving and receiving advice from parents/guardians and school staff and students.

- NSC organized a Teacher/Staff appreciation event for each day during Teacher Appreciation Week – May 8-12. Posters will be put up around the school and are available on our social media platforms.
- Updated NSC Operating Procedures prepared.

Election of Executive at AGM - Executive Positions as follows:

- Terri-Lynn England – Chair
  - EMPTY – Vice Chair
  - Tricia Forsyth – Secretary
- Report from Principal
    - Completed the TIMSS assessment with grade 4 April 26 with 92% of students present;  
completed the PCAP assessment with grade 8 April 25 with 100% participation.
    - May 9 volunteer tea
    - Track: Elementary May 12, Junior High May 16
    - PAT Part A grade 9 May 15
    - PAT Part A grade 6 May 17
    - Drama production May 18
    - Primary will be completing their Student Learning Assessments in math and literacy as well as completing their Fountas and Pinnell evaluations this month
    - Discussed the revised device policy. After speaking with parents and staff we will be moving to no cell phones during the school day.
    - Staff are looking to reduce student anxiety and to increase social engagement, on field trips without devices it has been observed students are attentive, calm and making real-life connections. Discussion: TV at lunchtime, is there a plan for more introverted students who prefer to be less social?
    - We are BYOD, so cell phones are not needed through the day
    - Junior high staff are reading Unsocial Media by Wade Sorochan to learn about the negative effects of cell phone use on students – This book can be made available to parents as well.
    - We have a draft options handbook; any feedback? – Any suggestions please contact the school.
    - Mr. Krips and Ms. Loh attended ULead in Banff; this was great PD for us, and we gained many new ideas for school improvement
    - Mr. Krips will be moving to SCHS for the fall as Principal.
    - Staggered start: first two days we are meeting half of our students; will incorporate meet the teacher coffee and donut time at the same time – Suggestions: parent assembly to create an opportunity for parents to familiarize with teachers. School supplies supplier has been shifted to School Start (from Write on Stationary) – School Start allows parents to deliver to school or home and to order supplies throughout the year as needed.

- Daycare: Shifting to before and after school care only. Will be utilizing one room attached to the Hub. Daycare will be shifting to Guthrie School. Namao Preschool is hoping to resume programming.

June 2023 - No Meeting

**Namao School Council**

**Financial Statement**  
**REPORTING PERIOD: September 1, 2022 – May 1, 2023**

<b>ASSETS</b>	Cash-Bank Account	\$0.00
	Common Shares	
	List any other assets	
	<b>TOTAL ASSETS</b>	<b>\$0.00</b>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b>INCOME</b>		<b>\$0.00</b>
	<b>TOTAL INCOME</b>	<b>\$0.00</b>
<b>DISBURSEMENTS:</b>	List disbursements	<b>\$0.00</b>
	<b>TOTAL DISBURSEMENTS</b>	<b>\$0.00</b>
<b>Profit/Loss</b>		<b>\$0.00</b>

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

**Name**        **Jaclyn Miller**  
**Position**    **Chair**  
**Date**        **June 11, 2023**

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.**

**Ochre Park**  
**School Council**  
**Year in Review 2022 – 2023**

**Written by: Amanda Striegler**

**Chairperson: Amanda Striegler**



## Ochre Park

### SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2023

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#### September 2022

- Election of Executive
- Student Supply Kits (presented by Lacey Gagne)
  - 39 kits ordered
- Schedule of meetings for 2022-23 (Motion by Rikki Anema) Motion Carried
  - meetings to be in person and take place on the last Tuesday of every month in Library commons
- Halloween: Full Moon Frolic Party- no parent support needed
- Hot lunch Program (Presented by Laurie Hadden)
- Fundraising (Motion by Rikki Anema) motioned Carried to execute Bear Tracks fundraiser
- School Wishlist (Presented by Calvin Anhorn) will be reviewed at Oct 22 meeting
- Parent Society Report (Presented by Rikki Anema)
- Parent Society Financials (Presented by Hinke Therrin)
- Teacher update (Presented by Cindy Goretzen)
- School Trustee Update (Presented by J Pequin)
- Report from Principal (Presented by Calvin Anhorn)

#### October 2022

- Hot Lunch Program Finalized (Motioned by Laurie Hadden) Motion Carried
- Upcoming Events (Presented by Amanda Striegler)
  - Remembrance Day
- School Wishlist (Presented by Calvin Anhorn)
- Fundraising options (Presented by Amanda Striegler)
  - BearTraks details finalized
- Parent Society Report (Presented by Amanda Striegler)
- Presentation by Shawna Warren (superintendent)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Cindy Goretzen)
- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)

#### November 2022

- Ornaments for Festival of Trees (Motion by Amanda Striegler) Motion Carried
- Christmas Store update (Presented by Amanda Striegler)
- Purchase of New Christmas Tree for Festival of Trees (Motion by Amanda Striegler) Motion Carried
- Hot Lunch Program Updated (Presented by Laurie Hadden)
- School wish list finalized
  - Motion to support teacher supper for parent/teacher interviews (Amanda Striegler) Motion carried
  - Motion to support fieldtrips \$15/student (Amanda Striegler) Motion Carried
  - Motion to purchase new walkie talkies for teachers (Amanda Striegler) Motion Carried
  - Motion to support student of the month T shirts (Amanda Striegler) Motion Carried
  - Christmas Concert (Discussion of Execution parameters (Presented by Calvin Anhorn)
    - Cherise to ask fire department to support with directing traffic & parking

- 10 days of Giving- to start December 6<sup>th</sup> (presented by Kjersti Wytrykush)
- Student Christmas party: Motion to provide hot chocolate and donuts (Laurie Hadden) Motion Carried
- Feedback on draft calendar (Presented by Janine Pequin)
- Smart Photography – Review proposal – Contract to be signed (Presented by Laurie Hadden)
- Parent Society Report (Presented by Amanda Striegler)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Cindy Goretzen)
- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)

## **December 2022**

*No Meeting as per motion in September.*

## **January 2023**

- Motion to purchased Memory books and sell to school families (Rikki Anema) Motion Carried
- Motion to partner with School Supply Kits for the 2023-2024 school year (Lacey Gagne) Motion carried
- Motion to support bussing for Skating & swimming field trips (Laurie Hadden) Motion carried
- Playground update- form committee to fundraise for new playground equipment (presented by Calvin Anhorn)
- Motion to have Purdys Chocolate fundraiser at Ester (Amanda Striegler) Motion carried
- Events: Valentine's Day & St Patrick's Day- in class parties
- Spring Dance- to be led by Patty Moskal
- Motion to Cancel April Meeting as both principle & Vice principle are away (Lacey Gagne) Motion Carried
- Parent Society Report (Presented by Amanda Striegler)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Kjersti Wytrykush)
- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)

## **February 2023**

- OP 40-year Anniversary- large celebration with be in June (Presented by Calvin Anhorn)
- Snowshoeing will occur Feb 27, March 1- parent volunteers needed (Presented by Calvin Anhorn)
- March 8<sup>th</sup> Winter Play Day- Parent volunteers needed (presented by Calvin Anhorn)
- OP School Code of Conduct Review (Presented by Calvin Anhorn)
- 2023/24 Supply lists Reviewed (presented by Lacey Gagne) we will be partnering with School supply kits
- Changes to bell schedule (presented by Calvin Anhorn)
- Spring photos May 1&2 (presented by Laurie Hadden)
- School Wishlist- outstanding invoices (Presented by Lacey Gagne)
- GR 4 AEM Parent Surveys -Deadline extended to March 17<sup>th</sup> (Presented by Calvin Anhorn)
- Outdoor classroom – looking for plant donations (Kjersti Wytrykush & Linda Hewitt will lead project)
- Presentations by Saffron Centre- Covered by ASCA grant (Motioned by Amanda Striegler) Motion Carried
  - Student presentations (May 23)
  - Parent presentations May 16 & 29)
- Grade 4 intervention update (Presented by Calvin Anhorn)
- Loft Boards: Motion for Parent council to cover the cost of 2 boards (Amanda Striegler) Motion Carried
- Parent Society Report (Presented by Amanda Striegler)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Cindy Goretzen)

- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)

### **March 2023**

- Purdy's fundraiser update (presented by Lacey Gagne)
- Outdoor Classroom: Contact local business for plant/flower donations (Presented by Amanda)
- Spring dance- April 28<sup>th</sup> (Presented by Rikki Anema) Paty Moskal leading execution
- Drumheller Trip (Presented by Calvin Anhorn) Amanda Striegler to contact local businesses for sponsorship
- School wishlist (presented by Amanda Striegler) all invoices are to date
- Sturgeon Night of Music (April 24<sup>th</sup>)
- Parent Society Report (Presented by Amanda Striegler)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Kjersti Wytrykush)
- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)

### **April 2023**

*April meeting canceled as per motion in Jan*

### **May 2023**

- School Supply Kits- info. will be posted on social media and shared on year end newsletter (presented by Lacey Gagne)
- Drumheller trip not possible – insufficient sponsorship- funds already raised with go toward grade 3&4 Fort Edmonton Park Field trip (Presented by Amanda Striegler)
- Purdys Fundraiser Update (Presented by Lacey Gagne)
- Grade 4 transition (presented by Calvin Anhorn)
- Motion to execute Ice Melt fundraiser in the fall (Amanda Striegler) Motion Carried
- Outdoor Classroom: additional seeds and plants needed (Amanda Striegler to reach out to local greenhouses)
- Parent Society Report (Presented by Amanda Striegler)
- Parent Society Financials (Presented by Lacey Gagne)
- Teacher update (Presented by Cindy Goretzen)
- School Trustee Update (Presented by Janine Pequin)
- Report from Principal (Presented by Calvin Anhorn)
- September meeting date and time to be decided in September (possibility of having it on the same night as the meeting the community event)

### **June 2023**

*June meeting cancelled as per motion in September*

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2022 – August 31, 2023**

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$	
	List any other Assets:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL ASSETS</b>	\$	
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$	
<b>INCOME</b>	List Income:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL INCOME</b>	\$	
<b>DISBURSEMENTS</b>	List Disbursements:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL DISBURSEMENTS</b>	\$	
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2022	\$	
	Withdrawals	\$	
	Deposits	\$	
	Bank Balance August 31, 2023	\$	

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

Ochre Park School Parent Society  
Balance Sheet  
@ August 31, 2023

ASSETS

Bank Account - General Account	\$ 16,076.91
Bank Account - Casino Account	\$ 19,474.24
Float	\$ 70.00
Outstanding Deposits	\$0.00
Accounts Receivable	\$ -
TOTAL ASSETS	<u>\$ 35,621.15</u>

LIABILITIES & RETAINED EARNINGS

Accounts Payable

Total Accounts Payable/Uncleared Chqs	\$ -
Retained Earnings	\$ 35,621.15
TOTAL LIABILITES & RETAINED EARNINGS	<u>\$ 35,621.15</u>

Financial Statement Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Statement Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Statement Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Ochre Park School Parent Society  
September 1, 2022 - August 31, 2023

	September	October	November	December	January	February	March	April	May	June	July	August	YTD
<b>INCOME</b>													
Purdy's Fundraiser							3,586.10	4,205.00	1,733.45	108.00			\$ 9,632.55
Lions Club - Hot Lunch Program													\$ -
Bank Interest			0.15	0.65	0.70	0.56	0.60	0.54	0.80	0.79	0.68	0.66	\$ 6.13
Bear Tracks		10,800.00											\$ 10,800.00
Babysitting		8.00	16.00		10.00	4.00	4.00		6.00				\$ 48.00
Mabel's Labels		100.11											\$ 100.11
Christmas Store - Gift Income				1,970.45									\$ 1,970.45
Christmas Store - Donations			180.00	200.00									\$ 380.00
Hot Lunch Income			1,427.50	102.25	1,420.35	1,083.00	378.00	798.50	611.50	33.50			\$ 5,854.60
Donations				1.00					1,000.00	320.00			\$ 1,321.00
Christmas Silent Auction				1,160.00									\$ 1,160.00
AGLC Raffle Income				324.00					262.00				\$ 586.00
Memory Book Income										409.00			\$ 409.00
Family Dance Income								130.00	1,278.25				\$ 1,408.25
Casino Income			18,957.88										\$ 18,957.88
Income Subtotal	-	10,908.11	20,581.53	3,758.35	1,431.05	1,087.56	3,968.70	5,134.04	4,892.00	871.29	0.68	0.66	\$ 52,633.97
<b>EXPENSES</b>													
Parent Teacher Meals			368.78					317.25					\$ 686.03
Student of the Month (T-shirts)								414.62					\$ 414.62
AGLC Raffle Expenses									103.30				\$ 103.30
Field Trip - Bussing					2,644.95		287.25						\$ 2,932.20
Field Trip - Admissions													\$ -
Field Trip - Transfer Donations										1,300.00			\$ 1,300.00
Outdoor Classroom Expenses										596.40			\$ 596.40
Playground Repairs													\$ -
Bear Tracks		5,953.50											\$ 5,953.50
Purdy's Chocolates/Expenses							5,040.00	225.00					\$ 5,265.00
Babysitting		25.00	25.00		25.00	25.00	25.00		50.00				\$ 175.00
ASCE Sessions										154.63			\$ 154.63
Christmas - Store Expenses				1,012.79		36.75							\$ 1,049.54
Christmas - Festival of Trees			283.49										\$ 283.49
Volunteer Appreciation				158.00						307.30			\$ 465.30
Stationary/Postage										5.34			\$ 5.34
Memory Book Expense										420.00			\$ 420.00
Party/Event Expenses			75.37	497.51					509.45				\$ 1,082.33
Hot Lunch Expenses			592.09	466.85		1,048.84	163.22	317.87	800.65	1,328.44			\$ 4,717.96
Lions Hot Lunch Expenses			89.66	138.32		148.14	270.66	56.98	132.14	321.57			\$ 1,157.47
Two Way Radios						700.00							\$ 700.00
Expenses Subtotal	-	5,978.50	1,434.39	2,273.47	2,669.95	1,958.73	5,786.13	1,331.72	1,595.54	4,433.68	-	-	\$ 27,462.11
<b>NET INCOME (LOSS)</b>	\$ -	\$ 4,929.61	\$ 19,147.14	\$ 1,484.88	-\$ 1,238.90	-\$ 871.17	-\$ 1,817.43	\$ 3,802.32	\$ 3,296.46	-\$ 3,562.39	\$ 0.68	\$ 0.66	\$ 25,171.86

**Name of School**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

**Chairperson**

**Enter Name: Stephanie Clark**

**SCHOOL COUNCIL YEAR IN REVIEW**

**2023 – 2023**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

**September 2022**

- Vote in Stephanie Clark as Chair, Rikki Anema as Vice Chair, Patty Moskal as Secretary
- Vote in room reps
- Approval of minutes
- Approval of agenda
- Report from trustee
- Report from Principal, covid 19 update, budget update
- Report from teacher rep
- Parent society reports
- Parent society meeting to follow

**October 2022**

- Approval of minutes
- Additions to agenda, vote to add room reps to agenda
- Student leadership report
- Report from Principal
- Trustee report
- Teacher rep report
- Parent society
- 

**November 2022**

- Approval of October minutes
- Approval of October agenda
- Student leadership Trustee report
- Report from Teacher Rep.
- Parent Society reports

**December 2022**

- No meeting

**January 2023**

- Approval of minutes
- Approval of agenda
- Principal report



- Trustee report
- Teacher Rep. report

### **February 2023**

- Approval of minutes
- Approval of agenda
- Principal report
- Trustee report
- Fundraiser update

### **March 2023**

No meeting/ scheduling conflict

### **April 2023**

- Approval of minutes
- Approval of agenda
- Principal report
- Trustee report/budget
- Teacher Rep. report
- Wish list review
- Parent Society
- Fundraising report

### **May 2023**

- Principal report
- Code of Conduct update
- Trustee report
- No Parent Society present

### **June 2023**

No meeting

Name of School

Redwater School

**School Council - Financial Statement**

**REPORTING PERIOD: September 1, 2022 – August 31, 2023**

I as chair do not have the information to fill out this financial report unfortunately.

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$	
	List any other Assets:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL ASSETS</b>	\$	
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$	
<b>INCOME</b>	List Income:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL INCOME</b>	\$	
<b>DISBURSEMENTS</b>	List Disbursements:		
	.	\$	
	.	\$	
	.	\$	
	<b>TOTAL DISBURSEMENTS</b>	\$	
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2022	\$	
	Withdrawals	\$	
	Deposits	\$	
	Bank Balance August 31, 2023	\$	

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**SPVA, Morinville, and Sturgeon Learning Centres**

**School Council**

**Year in Review 2022 – 2023**

**Written by:**

**Chairperson**

**Enter Name:**

**Roza Parlin**

## SPVA, Morinville, and Sturgeon Learning Centres

### SCHOOL COUNCIL YEAR IN REVIEW

2022 – 2023

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

#### **September 2022**

Election of Executive - The Principal reviewed the School Council Positions and duties and ask for nominations. Roza Parlin volunteered to serve as Chair and was elected. Amber Poliquin volunteered for Secretary and was elected.

Trustee Report - Stacey Buga provided the trustee report.

Principal Report – Christy Filgate provided the report which include new location for SPVA and SLC along with student enrollment update. Flex Friday initiative for the virtual academy was discussed as well as upcoming events, activities and the enclosed VR Training Center.

#### **October 2022**

Trustee Report - Tasha Oatway-Mclay provided the update to council.

Principal Report – Christy Filgate provided the report which included military base connection update along with field trips and flex Friday activities.

Education Plan/PD Plan – Christy Filgate reviewed the Education/PD plan which has a primary focus on literacy across all subject areas.

School Council PD Opportunity – Roza Parlin provided information on the PD opportunity that we can take part in and that we must submit the grant form by Oct 31. Parents in attendance asked if they cold have until Oct 24 to submit their suggestions to Christy Filgate

#### **November 2022**

Special Guest - Jonathan Konrad was in attendance and introduced himself.

Trustee Report - Tasha Oatway-Mclay provided the update to council.

Principal Report – Christy Filgate provided the report which included information on three new clubs that are available for students as well as discussion on building volunteer opportunities for students in Gibbons. This month’s field trip was also discussed.

Mental Health and Wellness Plan – Christy Filgate advised the Mental Health and Wellness Plan for SPVA and the Learning Centres are posted on the website. This plan speaks to Tier 1, 2 and 3 supports for students.

School Council PD Opportunities – Christy Filgate and Roza Parlin spoke about the PD Opportunity discussed last month. The application was submitted. Looking at sessions in Jan and Feb 2023.

### **December 2022**

Trustee Report - Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included a summary of the Value Scoping Project she took part in. A volunteerism update was provided. Flex Friday activity was discussed as well as work Christy Filgate will be doing to update the website.

School Council PD Opportunities– Roza Parlin provided an update on the PD opportunities. Two sessions were decided on – Apr 4 – School Council Purpose and May 4 School Council Operation Procedures. Christy Filgate will provide School Council Members with the links for the training.

### **January 2023**

Trustee Report - Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included a summary of grant funding and laptop purchases. A volunteerism update was provided. Flex Friday activity was discussed as well as the diploma exam designated writing Centre.

School Council PD Opportunities – Christy Filgate advised the registration for the PD sessions is in process.

### **February 2023**

Trustee Report - Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included details of off campus programming, volunteerism update and 2023/2024 registration.

### **March 2023**

Trustee Report - -Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included Pink Shirt Day activities as well as Flex Friday update and the feedback received from parents and students regarding this initiative. Update was provided on the new LMS presentations. Christy Filgate advised of her new position.

School Council PD Opportunities – Christy Filgate advised the two sessions have been registered and she will send out the links to parents closer to the session.

Hot Lunch – Open discussion was held around possible hot lunch program options.

### **April 2023**

Trustee Report - -Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included discussion on draft Student Code of Conduct, Flex Friday update and information on the new Principal for next year.

School Council PD Opportunities – Roza Parlin and Christy Filgate provided feedback from the April 5, School Council Purpose Session they attended.

### **May 2023**

Trustee Report - -Stacey Buga provided the update to council.

Principal Report – Christy Filgate provided the report which included the completion of Student Code of Conduct document, Flex Friday update, and STEAM academy update.

School Council PD Opportunities – Christy Filgate advised due to a scheduling conflict with the facilitator the session was postponed until May 30, 2023. Roza Parlin attended the May 30, 2023, School Council Operating Procedure PD session and due to no other attendees, the session was postponed until fall 2023.

**June 2023**

No School Council Meeting was held.

**Sturgeon Composite High School**

**School Council**

**Year in Review 2022 - 2023**

**Written by:**

**Chairperson**

**Enter Name:**

**Nicole Roe**



## **Sturgeon Composite High School**

### **SCHOOL COUNCIL YEAR IN REVIEW**

**2022- 2023**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

#### **September 2022**

- Election of Executive- Chair: Nicole Roe, Vice Chair: Cheri Speer, Secretary: vacant
- Principal Report- SCHS Professional Learning Plan 2022-2023 presentation, focus on social-emotional learning and academics
- Open House/Meet the Staff Event- September 20, 2022
- Upcoming Events- Grad Parent Meeting September 22nd, Stand For Education Rally October 22nd
- Report from Trustee- School Councils are receiving \$500 ASCE grant for this year, total to spend with last years' carryover \$928.57, information presented on CASA pilot program
- PIA Report- President- Bonnie Borle, Vice President- vacant, Secretary- vacant, Grant Chair- vacant, Directors at Large- Amber Spiker and Nicole Roe, balance \$4095.46, Nicole Roe and Cheri Speer to sign off on last year's financial statement, casino date June 2023, fundraisers for the year: gift cards, ice melt, and raffle

#### **October 2022**

- Enrollment update from Principal: 805 students
- Upcoming Events- COSC meeting October 25, 2022, Parent-Teacher Interviews November 2nd, 3rd, Saffron Centre presentations to students regarding sexual assault and consent, October 21- Children's Mental Health Advocacy Conference
- Report from Principal- school sports and clubs underway, sport tournaments have been well attended and successful, Math Challenge is underway with 20 students taking part, teacher mentoring has begun to support new teachers, Orange Fountain will be in the school creating a promotional video highlighting academics, sports, music, arts, and the trades program, possible cafeteria opening, looking into details
- Report from Trustee- Transportation department is running a deficit and will look at cost saving measures, parents are encouraged to contact trustees at any time with questions or feedback
- PIA Report- Vice President- Angela Kraty, Secretary- Kristi Morkin, financials from last school year have been signed off on, balance \$2384.86

## November 2022

- Information from Council of School Council's Meeting- looking at options to spend ASCE grant funds
- Remembrance Day Ceremony- student lead and very successful
- Upcoming Events- Awards ceremony November 24
- Report from Principal- cafeteria survey sent out to parents, final exam schedule released
- Report from Trustee- SPS Draft Calendar released 2023- 2024, Student Advisory Committee Meeting upcoming
- PIA Report- signing authority has been changed at the bank, paid for insurance, gift card fundraiser has begun

## December 2022

- Upcoming Events- Grad fundraiser, Wellness Events: 12 Days of Christmas, SRO/ First Responders Dodgeball tournament
- No School Council/ PIA meetings

## January 2023

- SCHS Comprehensive Counselling and Wellness Plan review
- Upcoming Events- semester break
- PFA Report
- Report from Principal- Tara Draper acting principal, cafeteria is accepting bids, Power School will be down for marks to be inputted
- Report from Trustee- school presentations complete, Trustee Talk is available online, Division Newsletter is available, please sign up to receive it, Policy Review- SPS Effective Communication, Inclement Weather, CASA program update, HYPE program introduction
- PIA Report- Balance \$3 124.58, planning raffle in March in support of Grad 2023

## February 2023

- Discussion- ASCA Board Vision Path 2022-2023 Indigenous Awareness- meetings will continue to be opened with a land acknowledgement to follow the board's vision
- Upcoming Events- grad parent meeting, parent teacher interviews March 21 and 22
- Report from Principal- welcome back Sherri!, a vendor was chosen for the cafeteria- Spirits Grill will open for Grade 9 orientation March 8th, Student Advisory Committee is planning fun activities and helping to plan Sturgeon Strides, Sturgeon Night of Music and Fine Arts planning underway, staffing changes announced

- Report from Trustee- Annual Parent Survey results posted online, online student registration deadline is March 17, Minister's Youth Council is accepting applications, Policy review- Policy 130 Whistleblower Policy
- PIA Report- balance \$1 339.86

### March 2023

- Upcoming Events- Council of School Council Meeting March 21st, Nicole and Cheri unable to attend due to work commitments, Nicole will send a report
- No School Council or PIA Meeting this month due to conflicts with Council of School Council meeting and Parent Teacher Interviews

### April 2023

- Upcoming Events- Grant Writing Webinar April 13, An Evening for Parents- Supporting Your Child in BEing Solid April 13- Nicole to attend, AHS Rehabilitation Intake Line, Europe Trip 2023 Information Night April 14
- Report from Principal- current enrollment 840 students, for September 2023 870 students, staffing updates, STEM and Film Studies options, Computing Science, FLA 10 and Études Sociales 10 offered Fall 2023, Student Success Centre is being planned and will operate beside the Student Learning Commons, Mr. Valliere is planning, Rugby teams planning Ireland trip 2024, Grad 2024 survey was sent out to Grade 11 families asking for preference of venue and date.
- Report from Trustee- - 3 Year Capital Plan- Priorities: Gibbons School Solution École Morinville Public School Solution Sturgeon Heights School Model - Congratulations to Chelsea Critchley Grade 6 teacher Four Winds Public School on her nomination for Edwin Parr Award honouring exceptional first year teachers.-Council of School Council Meeting follow-up: email list compiled, breakfast funding accessed by BACS and Ochre Park Schools, enhanced lunch funding École Morinville Public School- Policy 900 reviewed- Student Conduct re: personal devices- personal communication devices- each school will develop their own plan to address policy- articulate to parents and students in code of conduct
- PIA Report- 50/50 raffle profit was \$2946.66 which will help offset cost of Grad 2023, closing balance \$5743.11, casino dates June 30 and July 1st looking for volunteers, look into changing banks for ease of transactions, close the accounts at Servus Credit Union and open two new accounts at ATB Financial, one chequing and one casino, look at the possibility of running Fundscrip gift card fundraiser all year

### May 2023

- Review 2023 ASCA AGM Resolutions Result
- Upcoming Events- White Hatter Presentation for Parents- May 24th- VOD Digital Literacy and Internet Safety for Parents and Caregivers (ASCE grant), Sturgeon Strides

- Presentation from John Valliere- Indigenous Success Coach- summary of year events, updates for next school year, focus is building relationships with students and families, making families feel welcome in the school environment
- Principal Report- Review of PD Plan that was presented at the beginning of the school year, highlighted staff learning and engagement activities, Grad update, Sept. 2023 registrations 890 students, cafeteria plans for next year, welcome back week activities are being planned, possible welcome back breakfast for Grade 10s
- Trustee Report- new trustee handbook is now posted on SPS website, 2023 Education Planning Assurance, Review of Policy 110 Celebrating Student and Staff Cultures, Policy 221- Effective Communication, Transportation update, Board elections update
- Elections 2023/24 School Year- Chairperson- vacant

Vice Chairperson- Angela Kraty

Secretary- vacant

- PIA closing balance \$5743.11, Nicole Roe and one other appointee to audit financial statement, Kathleen Cook will send out when complete for signatures

Elections for 2023/24 School Year- all positions vacant, Nicole will contact SPS School Councils to let parents know we are looking to have positions filled for Sept., email Grade 9 students to let them know positions need to be filled.

### **June 2023**

- Upcoming Events- June 16th- Family Night Pioneer Trail North Foundation partnership with BACS (ASCE grant), Grade 2023 June 24, September 27th SAFFRON presentation- Foundations of Connections, 6:30pm SCHS (ASCE grant)
- No School Council or PIA Meeting this month

**Sturgeon Heights School**  
**School Council**  
**Year in Review 2022 – 2023**

**Written by:**

**Chairperson**

**Enter Name:**

**Sara Townsend**

**Sturgeon Heights School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 – 2023**

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**September 2022**

Election of Executive:

Chair: Sara Townsend

Vice Chair: Stephanie Cordova

Secretary: Mary Darling

Kindergarten Rep: Sarah Klesko

Primary Rep: Krista Samis

Elementary Rep: Lisa Rosales

Jr High Rep: Anne Beaupre

**Administrative Report (Aaron Chute)**

- Start of year update
- Student count
- Staffing update
- School Maintenance

**Trustee Report (Trish Murray-Elliot)**

- Welcome back, check our Sturgeon School Division social media
- School grounds update re: summer upkeep
- ASCA update on funds
- Mental Health Pilot details for 4 Winds & Sturgeon Comp.

**SHS Fundraising Association (Crystal Belanger)**

- Election to happen at meeting

**Teacher Report (Shayla McRitchie)**

- Great start to the year
- Terry Fox details
- Truth and Reconciliation details

**Other Business**

- Motion to approve bylaw updates

**October 2022**

**Special Guest: Shawna Warren, Sturgeon Public Schools Superintendent**

- Attending the meeting to personally introduce herself
- Began her career in education in 1992. Worked as a teacher with Sturgeon Public Schools starting in 2007.
- She welcomes parents to reach out to her

**Administrative Report (Aaron Chute)**

- Adriana Deluca will be acting VP
- Used book fair update
- City will be coming to monitor morning traffic (safety)
- Truth & Reconciliation week debrief

- Parent Teacher Interviews will be in person
- Fall Break

#### **Trustee Report (Trish Murray-Elliot)**

- Lagoon Litigation Update
- Funding for dual credits for High School & Post-secondary (NAIT)
- Transportation is a priority to the Board and they are looking closely at the challenge

#### **Parent (Lisa Budney)**

- Shared Transportation concerns

#### **SHS Fundraising Association (Alice Funk)**

- Ice melt sales are complete, Purdy's is still open

#### **Teacher Report (Shayla McRitchie)**

- Recognized how much extra the Sturgeon heights teachers do for their students, from running club, to the athletics program and the knitting club to name a few.

#### **Other Business**

- ASCE Grant Information
- COSC discussion for October 25<sup>th</sup> meeting

#### **November 2022**

##### **Administrative Report (Aaron Chute)**

- Parent Teacher Interview debrief
- Fall Break was needed due to illness
- Winter Concert Details
- Festive Lunch Details

##### **Trustee Report (Trish Murray-Elliot)**

- COSC debrief
- ASCE Grant follow up
- Draft School Calendar 2024/2025
- Value Scoping meeting reminder/ update
- Student Advisory Meeting Update

##### **SHS Fundraising Association (Alice Funk)**

- Purdy's & Ice Melt updates
- Fundraising goals for the year

##### **Teacher Report (Shayla McRitchie)**

- School wide food bank collection planned
- Reading incentive program has begun
- Frosty Formal is in the works

#### **Other Business**

- Update from Stephanie Cordova on COSC

#### **December 2022**

**no meetings**

#### **January 2023**

##### **Administrative Report (Aaron Chute)**

- Student illness reminders
- Winter Concert Debrief
- Festive Lunch Debrief
- Sturgeon Composite came to talk to Grade 9 Students

- Budget Update
- STEAM & Academy program planning for 2023/2024 The school is trying to find a way to give the students the opportunity to find their niche, feel a sense of belonging and community while still being able to explore and try new things.
- OAK programming to expand to Outdoor learning for Primary grades, parent input requested

#### **Trustee Report (Trish Murray-Elliot)**

- Trustee Talks is available monthly on Division and School Website. This month includes a reminder of Council of School Councils scheduled for March 21/23 at EMPS in Morinville. As requested it will be more of an informal sharing of ideas. Request for suggestions for topics that school councils would like to see discussed. Would Sturgeon Heights like to offer to host in the future?
- Division Newsletter, first issue out last month, have to subscribe to receive. Follow social media and school sites.
- Reminder of Division Communications, Board Policy 221 and Appendix A Flowchart, available on Division website.
- Change to Transportation Services for 2023 / 2024 School Year. Letter sent to families Dec. 21/22. Will mostly affect towns such as Morinville, Gibbons, Redwater. An application process will be effective this spring and implemented
- How division schools can share info with other schools when they are holding ICE or Saffron presentations for parents as these programs are found to be very beneficial and it appears there would be interest in attending

#### **SHS Fundraising Association (Alice Funk)**

- Exploring future fundraising ideas

#### **Teacher Report (Shayla McRitchie)**

- 100th day of school has happened
- Ski trip is being planned

#### **Other Business**

- Stephanie Cordova and Sara Townsend have reached out to Danielle Reed to offer workshop for parents on Values & Connections. Dates will be selected and communicated

### **February 2023**

#### **Administrative Report (Aaron Chute)**

- Thank you to the staff (Adriana and Shayla) and volunteers for pulling off the very successful and well received Frosty Formal Dance.
- Kinder open house was a great success with approximately 40 attendees. There was a lot of excitement and curiosity around SHS's model of open air kindergarten.
- New Jr. High Teacher named Jordan Zadunayski. Her role will be to support the split classes, teach math, LA, PE and options
- Thank you to volunteers for the pancake lunch. Positive feedback from the teachers.
- March 9, The Gr 9s will head to Sturgeon Composite High School (SCHS). They are showing the grade 9s the programming and options that SCHS has to offer our students.
- Parent teacher interviews are coming up on March 21 and 22nd, in person again.
- Energy drinks like monster are becoming more frequent in the school. They contain high sugar and high caffeine content. It's a slippery slope of what kinds of harmful substances are allowed in the school. Asked for input. Everybody spoke about comparing to Starbucks or Iced Capps, having a visual of the sugar content per drink displayed in the school to teach children of the harmful sugar levels in different drinks. It was a very educational discussion for all.



- Planning for 2023/2024 is well underway. SHS got 2nd in the division for the number of registrations by the early deadline.
- Grades 1-3 will see more outdoor learning in 2023/2024. The minimum number of minutes each grade will have outside will be 20 minutes. This learning is not recess, its curricular learning with academic objectives in numeracy, literacy, art and science. The kinder teachers are already leading the charge teaching our current primary teachers. There is some trepidation and excitement from teachers.
- Because of the last point, SHS is expanding their outdoor learning spaces. They have started talking to maintenance and Junior Forest Wardens to clear out the other forest by the parking lot. There will be a new cross walk/side walk, fencing, another classroom and better storage for kits and resources for the teachers.
- SHS is changing the Jr. High teaching model. Targeting more of a humanities and science/math stream. Kids struggle to know 4 different teaching styles. They would have 1 teacher that teaches them multiple subjects, similar to primary and elementary.
- SHS will have more academies next year as well to ensure student identity and connection. Every student will be an academy. Two afternoons per week and then 2 additional afternoons that week those kids will have options for variety.
- SPORTS/REC (will get a new name - currently undecided)
- STEAM (Science, technology, engineering, arts, math)
- FINE ARTS (dance, music, art etc)
- STUDENT INQUIRY (explore their own passions)
- Grades 5&6 will still have 1 option per term

#### **Trustee Report (Trish Murray-Elliot)**

- Annual education Results Report (AERR) are now posted on Division Website. There was a delay due to a breach in security on some Provincial Achievement Tests.
- There have been some changes to Policy 130 – Public Interest Disclosure (Whistleblower Protection) as part of the Division’s review of policies. The existing Policy 130 was forwarded to the Office of the Public Interest Commissioner for review and recommendations. Policy 130 was revised and approved by the Board at the January 25 Public Board Meeting. It can be viewed on the Division website.
- Reminder of spring Council of School Councils meeting, March 21, 2023, 6:30 p.m. in Morinville.
- 2023/2024 Registration is now open and available through PowerSchool SIS Parent Portal.
- 2023/2024 Attendance Area changes, approved at Feb. 22 Public Board Meeting. Allows for creation of Legal Attendance Area for Pre-K to Grade 4 and changes to current attendance areas, including Sturgeon Heights.
- Education Minister is looking for students in junior or senior high to apply to the Minister’s Youth Council
- Posting for Division Audit Committee, if any interest in submitting application or please spread the word, need two members of the public to join three Trustees. Committee is responsible for recommending external auditor, reviewing annual financial statements and reporting to the Board. Qualifications are: ideally financial experience and / or professional accounting designation, be independent to the school division and have no financial or personal interest with the MNP audit firm.

#### **SHS Fundraising Association (Alice Funk)**

- Hot lunches in January was Boston Pizza
- Hot lunches for February include popcorn, hot dogs and McDonald's' (Total profit of \$1531.89)
- Hot lunches for March include Popcorn, Nitza and a hamburger day
- Recent fundraisers/events put on by SHSFA were the dance and the pancake lunch

#### **Teacher Report (Shayla McRitchie)**

- Lots of field trips, band, ukelele teaching.

- And the Bonhomme Carnival was enjoyed by all grades k-9. It was a great event, perfect weather

### **Other Business**

- ASCA grant money. School is hosting parent evening with Danielle Reed - Raising kids...on March 7th from 6:30- 8:00 PM. Flyer is going out tomorrow to school parents via email. There will be a childcare option.
- Internet safety meeting in April.

### **March 2023**

**Presentation by Special Guest Lauren Walker**, Marketing & Communications Manager for Sturgeon School Division.

#### **Administrative Report (Aaron Chute)**

- Update & Discussion about the Hold & Secure Incident on March 15<sup>th</sup>, All comments and concerns have been heard, Aaron thanked everyone for the feedback and is taking it all into consideration for future. Ultimately everyone's priority is the safety of all the students and every decision is made with their best interest in mind.
- New Bus added and will be operational starting April 3rd.
- Parent/ Teacher Interviews March 21/22 with a Book Fair.
- April 20th Full School Open House from 5pm - 7pm
- Survey to Parents of younger students. Is there a demand for 1/2 day 5 day a week kindergarten?

#### **Trustee Report (Trish Murray-Elliot)**

- Survey is out from Division to parents, responses from all of our stakeholders are much appreciated. Survey available until March 31.
- Upcoming Public Board Meeting March 22 at 9:00 a.m. All welcome to join in person or virtually. Will be discussing Three-year Capital Plan.
- Alberta budget is out, Division is reviewing funding manual to look at what it means for our schools and start preparing the budget for the 2023/2024 school year.
- Since the last meeting, the two positions for external audit committee members have been filled.

### **Other Business**

- Danielle Reed Workshop was great. Well attended and positive feedback
- April there is an Internet Safety session for parents
- A poll will be sent to see what resources are of interest to parents for September.
- Many positions will be available on both SHFA and SHSC for the upcoming year.

### **April 2023**

#### **Administrative Report (Kerri Trombley)**

- Open House April 20th 5-7pm.
- Spring Photos have been scheduled for end of April
- May 24th Track & Field Day
- Grade 9 Farewell June 9th

#### **Trustee Report (Trish Murray-Elliot)**

- 2024-2025 School Year Calendar was approved at March Public Board Meeting.
- Parent Feedback Survey closed at end of March, Board is looking forward to seeing results.
- Three-year capital plan submitted to Alberta Education with top three priorities:
- Answers to questions arising from COSC meeting in March:
- ASCA 2023 AGM and Conference deadline for registration was April 14. Info sent to Chairs/Vice Chairs.
- COSC Email List will be shared with School Council Chairs and Vice Chairs once created.

- Question of old modulars at Redwater spreading mold – modulars are monitored regularly by Facilities Dept. and Redwater modulars have been sealed off from rest of building.
- Update of Policy 900 Student Conduct and Discipline to include:  
Personal Communication Devices
- The Board recognizes that there is an appropriate educational purpose for the use of technology in the classroom provided that it is used to achieve the learner outcomes in the Alberta Programs of Study and allows students to participate in learner activities chosen by the teacher.
- Each school shall develop a plan for safe and effective use of a Personal Communication Device (PCD) while in class or at school and articulate this plan in the Code of Student Conduct.
- Election Readiness: Sturgeon Public’s Top Issues:
- Public Education: government’s “Choice in Education” creating two-tier system and Aging Infrastructure: many older schools having to defer maintenance year after year.

### **SHS Fundraising Association (Alice Funk)**

- Consideration of how many and what fundraiser they do
- The hot lunch program is a great fundraiser that really fills the bank account.

### **Teacher Report (Shayla McRitchie)**

- Parent Teacher interviews were a success
- The Art Auction Fundraiser raised \$1,000 + to go towards art supplies
- Grade 6 is included in the Rugby team this year

### **Other Business**

- Sara T attended the Council of School Council Meeting in March
- It was such a great meeting, with collaboration with like-minded parents from other schools
- Goal of the meeting is to collaborate and find ways to work together and reduce duplication. (IE.)  
Share parent education sessions, opening them up to parents of multiple schools
- Many positions will be available on both SHFA and SHSC for the upcoming year.

## **May 2023**

### **Administrative Report (Aaron Chute)**

- Teacher Appreciation week: the staff felt the love and appreciation all week, each of the 5 days were incredible.
- Open House April 20th was a huge success, 350+ people came through the school doors, many non-school families in attendance, culture was an important question that was brought up by many families in attendance.
- North Forest - 60 volunteers with the Junior Forest Wardens cleaned up and created a path through the north forest. There are now 2 school forests for learning
- Sturgeon Night of Music and Fine Arts – so amazing, if you didn’t go make sure you do next year.
- Student class requests for the next school year to go to Aaron, in an email. It’s not guaranteed. Class lists will be available at the end of August.
- Volunteer Tea June 6th
- Question on A/C - Aaron will look into getting that back in the classrooms
- Questions Landscaping out back door from portables. Gets very muddy and slippery - Aaron will address the issue.

### **Trustee Report (Trish Murray-Elliot)**

- New Trustee Handbook developed that outlines beliefs, policies and practices related to Board Governance. In the spirit of transparency and accountability, it has been shared on the Division website.

- 2023 Education Planning Assurance Report was presented to the Board, which outlines the various ways the Division is ensuring that: Students demonstrate strong achievement, engage critically and continuously progress as learners. Teachers and principals demonstrate all dimensions of the Teaching and Leadership Quality Standard in a collaborative culture. All students belong and learn in an environment that supports their needs
- Reviewed three policies, updated Policy 110 to address the importance of celebrating student and staff cultures and collaborating with community and cultural leaders to build connections to these cultures.
- Sturgeon Night of Music and Fine Arts Update
- Transportation Fees
- Election topics, if you get the opportunity to speak to candidates:
- Public Education – how “Choice in Education” is creating a system separating the haves and the have nots. Public School Divisions are the ONLY divisions that accept ALL resident students. The increase in the number of charter school means fragmenting of educational funding even further.
- Aging Infrastructure – Division has approximately \$58 Million in deferred maintenance. Our schools are older but still in good shape. It would be helpful to get some extra funding every year to cover larger projects such as roofs.

#### **SHS Fundraising Association (Alice Funk)**

- Track & Field Day coming up
- Bend a Rule Day \$2,700.00. Quick & Easy

#### **Teacher Report (Shayla McRitchie)**

- Track & Field May 24th, Field Day June 16th for the younger grades
- Junior High Exams

#### **Other Business**

- Childcare for the council meetings starting in Sept 2023. The SHFA will hire junior high students to babysit so that more parents can attend the meetings.
- Many positions will be available on both SHFA and SHSC for the upcoming year.
- AGM will be Sept 18th with childcare, snacks

### **June 2023**

#### **Administrative Report (Aaron Chute)**

- Track & Field Days Debrief
- June Field Trips - Next year there will be an emphasis to spread them out throughout the year
- No junior high field trips June
- Heritage Food Fest was so much fun with a big learning curve for everyone, lots of real life learnings
- Pride Week was great. Diversity and Inclusion is a huge priority for the school and this was the focus for the week
- Volunteer Tea - thank you for attending. It is always so good to have an opportunity for students to perform.
- Final Exams grades 6 - 9 are in full force from June 20 - 28th
- June 28th 9:30am School rewards celebration
- Indigenous Month - many activities throughout the month took place, not just on 1 day.
- 23/24 Staff list has been emailed out
- Back to school will follow the division and be staggered entry
- Half the school on the Aug 31st and the other half on Sept 01st
- Welcome back BBQ scheduled for Wednesday August 30th, to drop school supplies, meet the teacher and see friends
- Presentation: Outdoor Amphitheatre project

#### **Trustee Report (Trish Murray-Elliot)**

- Board Advocacy Committee met with its Student Advocacy Group three times over school year. Students from different junior high and high schools discussed experiences with activities, fundraisers or events from their schools, as well as concerns and issues, and shared what worked, what didn't work, what they would like to see.
- SCHS School Council is looking for members, already had AGM, many positions open, first meeting Sept. 19/23.
- High School Fundraising Casino in St Albert, June 30 and July 1, need volunteers if anyone is interested.
- ABSA Honoring Spirit: Indigenous Student Awards – two SPS students were recognized with Honorable Mention, Sturgeon Public Virtual Academy Grade 8 student Sierra Balkwill and SCHS Grade 12 student Tristan Poitras. Congratulations to both!
- Budget for 2023-2024 was approved in May. Budget report is available on Division website. Letter from Superintendent was sent to families outlining priorities for funding allocation, Reserve Mitigation Strategy to access transitional funding, and concerns over deferred maintenance of \$58 M.
- Three Year Education Plan 2023-2026, approved and posted to Division website. Outlines key priorities, outcomes and strategies in the following: Student Growth and Achievement, Teaching and Learning, Learning Supports, Governance and Local and Societal Context.
- Stakeholder Feedback has been compiled and analyzed, resulting in the Engagement Report Responses and the Engagement Summary Report, both of which are posted to Division website. Thanks to everyone that participated in the survey.
- Congratulations to Constable Simon Lajoie, School Resource Officer at SCHS, for receiving award for Building Blocks of the Community. This award recognizes individuals who have made significant contribution to growth of youth in Sturgeon County. Mr. Lajoie was nominated by students.
- 2023-2024 Council of School Council Meeting dates: Wednesday November 15, 2023 and Thursday, March 7, 2024.

#### **SHS Fundraising Association (Alice Funk)**

- Great year. Detailed updates the SHFA meeting directly after this meeting

#### **Teacher Report (Shayla McRitchie)**

- Primary went to Jubilations - it was amazing
- Track & Field May 24th, Field Day June 16th for the younger grades

#### **Other Business**

- Childcare for the council meetings starting in Sept 2023. The SHFA will hire junior high students to babysit so that more parents can attend the meetings.
- Many positions will be available on both SHFA and SHSC for the upcoming year.
- AGM will be Sept 18th with childcare, snacks and childcare.

**Sturgeon Heights School**  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2022 – August 31, 2023**

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$ 0
	List any other Assets:	
	.	\$
	.	\$
	.	\$
	<b>TOTAL ASSETS</b>	<b>\$ 0</b>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	<b>\$ 0</b>
<b>INCOME</b>	List Income:	
	.	\$
	.	\$
	.	\$
	<b>TOTAL INCOME</b>	<b>\$ 0</b>
<b>DISBURSEMENTS</b>	List Disbursements:	
	.	\$
	.	\$
	.	\$
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 0</b>
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 2022	\$ 0
	Withdrawals	\$ 0
	Deposits	\$ 0
	Bank Balance August 31, 2023	\$ 0

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

<b>Name:</b>	Sara Townsend
<b>Position:</b>	Chair
<b>Date:</b>	June 26, 2023

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**



**Date:** October 25, 2023 **Agenda Item:** 7.2

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent  
Jolene Senych, Teacher, Sturgeon Public Virtual Academy  
Alberta School Boards' Association (ASBA)

**Governance Policy:** [Policy 905: Awards and Recognition Policy](#)

**Additional Reference:** [Alberta School Boards Association's \(ASBA\) inaugural Lieutenant Governor of Alberta Student Award](#)

**Assurance Domain:** Student Growth & Achievement  
Local & Societal

### **Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **2023 ASBA Lieutenant Governor of Alberta Student Award**

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### **Purpose:**

For information.

### **Background:**

The Alberta School Boards Association's (ASBA) inaugural Lieutenant Governor of Alberta Student Award Ceremony, held on September 25, 2023, was a resounding success as it celebrated the remarkable achievements of nine outstanding students from across the province who embody the values of determination, initiative and independence. Among the distinguished recipients was Sturgeon Public student, Ty Balkwill, whose unwavering commitment to personal growth and academic excellence earned him this prestigious honour. Ty's nomination letter, thoughtfully submitted by his teacher, Jolene Senych, provided a glowing testament to his dedication and accomplishments.

The ceremony was graced by the presence of Honourable Salma Lakhani, Lieutenant Governor of Alberta and the Honourable Demetrios Nicolaidis, Minister of Education, who delivered welcoming remarks. The event was further enriched by the attendance of key figures from the education community, including ASBA's Board of Directors, Board Chairs and Superintendents of the recipients' respective school divisions. Board Chair Irene Gibbons and Superintendent Shawna Warren were among the attendees.



“I am delighted to recognize nine outstanding students who have, through their determination, initiative and resilience, found improved success both academically and personally. Their hard work encourages us all to give our best to whatever challenges we face, and to enjoy every opportunity to learn new things so that we may learn and grow.”

[Honourable Salma Lakhani, Lieutenant Governor of Alberta](#)

The award is divided into three regions (north, central and south) and three grades within each (Grade 6, Grade 9 and Grade 11); nine recipients in total received the award. Each of the recipients, including Ty Balkwill, received a well-deserved medal, certificate and a congratulatory letter from ASBA’s President, in addition to an honorarium courtesy of SB LLP.

Photos of the event can be found on ASBA’s website at <https://www.asba.ab.ca/news/>.

Congratulations to Ty Balkwill!

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. [News Release - Nine students receive inaugural Lieutenant Governor of Alberta Student Award from Alberta School Boards Association](#)





**Date:** October 25, 2023 **Agenda Item:** 7.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Ruth Kuik, Acting Associate Superintendent, Corporate Services  
Amy Kolesar, Manager, Transportation Services

**Governance Policy:** [Policy 500: Student Transportation Services](#)

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **Bus Route Summary**

**Purpose:**  
For information.

**Background:**  
Transportation Services has completed a route review for the 2023-2024 school year to evaluate both the route ride times and the number of students assigned to bus routes. Listed below are the areas where a route addition may be considered, together with the associated costs.

**Ride Time Information:**

Bus Number	Student Load	Ride Time (1 way)	School of Attendance
Route 1	52	68 minutes	Bon Accord, Gibbons, Landing Trail & Lilian Schick
Route 2	42	56 minutes	Bon Accord & Lilian Schick
Route 3	63	65 minutes	Bon Accord, Gibbons, Landing Trail & Lilian Schick
Route 4	32	55 minutes	Bon Accord & Lilian Schick
Route 5	47	68 minutes	Bon Accord, Gibbons, Landing Trail & Lilian Schick
Route 6	58	77 minutes	Bon Accord & Lilian Schick
Route 7	70	67 minutes	Bon Accord, Gibbons, Landing Trail & Lilian Schick
Route 8	58	70 minutes	Bon Accord, Gibbons, Landing Trail & Lilian Schick



Route 9	63	88 minutes	Gibbons & Landing Trail
Route 10	81	60 minutes	Gibbons & Landing Trail
Route 11	20	54 minutes	Gibbons, Landing Trail & Lilian Schick
Route 12	44	53 minutes	Gibbons, Landing Trail & Lilian Schick
Route 13	63	60 minutes	Gibbons, Landing Trail & Lilian Schick
Route 14	55	47 minutes	Gibbons, Landing Trail & Lilian Schick
Route 15	51	39 minutes	Gibbons, Landing Trail & Lilian Schick
Route 16	40	50 minutes	Camilla
Route 17	36	51 minutes	Camilla
Route 18	47	52 minutes	Camilla
Route 19	48	53 minutes	Camilla
Route 20	27	65 minutes	Camilla
Route 21	32	54 minutes	Camilla
Route 22	52	45 minutes	Camilla
Route 23	30	69 minutes	Camilla
Route 24	27	50 minutes	Camilla
Route 25	30	47 minutes	Camilla
Route 26	33	42 minutes	Camilla
Route 27	87	49 minutes	ÉMPS & Four Winds
Route 28	55	51 minutes	ÉMPS & Four Winds
Route 29	63	26 minutes	ÉMPS & Four Winds
Route 30	50	36 minutes	Four Winds
Route 31	78	71 minutes	ÉMPS & Four Winds
Route 32	49	50 minutes	ÉMPS
Route 33	90	49 minutes	ÉMPS & Four Winds
Route 34	63	56 minutes	ÉMPS & Four Winds
Route 35	39	65 minutes	Ochre Park & Redwater
Route 36	54	80 minutes	Ochre Park & Redwater
Route 37	66	58 minutes	Ochre Park & Redwater
Route 38	34	52 minutes	Ochre Park & Redwater
Route 39	42	68 minutes	Sturgeon Heights



Route 40	19	39 minutes	Sturgeon Heights
Route 41	33	60 minutes	Sturgeon Heights
Route 42	20	41 minutes	Sturgeon Heights
Route 43	38	50 minutes	Sturgeon Heights
Route 44	39	47 minutes	Sturgeon Heights
Route 45	38	28 minutes	Namao
Route 46	26	59 minutes	Namao & SCHS
Route 47	51	43 minutes	Namao & SCHS
Route 48	34	46 minutes	Namao
Route 49	46	48 minutes	Namao & Guthrie
Route 50	22	80 minutes	SCHS
Route 51	20	54 minutes	SCHS
Route 52	29	77 minutes	SCHS
Route 53	65	32 minutes	Namao, Guthrie & SCHS
Route 54	55	87 minutes	Namao & SCHS
Route 55	40	67 minutes	SCHS
Route 56	31	75 minutes	SCHS
Route 57	20	80 minutes	Namao & SCHS
Route 58	32	91 minutes	SCHS
Route 59	58	56 minutes	Namao, Guthrie & SCHS
Route 60	48	68 minutes	Namao & SCHS
Route 61	47	75 minutes	SCHS
Route 62	23	79 minutes	Namao & SCHS
Route 63	36	63 minutes	SCHS
Route 64	50	70 minutes	Namao, Guthrie & SCHS
Route 65	52	38 minutes	Namao, Guthrie & SCHS
Route 66	40	58 minutes	Namao & SCHS
Route 67	44	62 minutes	Namao, Guthrie & SCHS
Route 68	55	69 minutes	SCHS
Route 69	54	54 minutes	Namao & SCHS
Route 70	51	69 minutes	Namao, Guthrie & SCHS

Route 71	3	80 minutes	Redwater & Lilian Schick
Route 72	10	43 minutes	Bon Accord, Four Winds & Landing Trail
Route 73	8	84 minutes	Namao & SCHS
Route 74	5	124 minutes	Unlimited Potential

**Route Additions and Considerations:**

Option 1: Sturgeon Composite Route - North

Annual Estimated Cost: \$85,000

A route addition in the Northern region could be added with a focus on reducing ride times for students. This route would be targeted to support current routes between Range Road 251 and Range Road 230 from the Northern boundary down to Sturgeon Composite High School.

Advantage: Some students will see a reduced ride time.

Disadvantages: Although the routes currently in the area are long, the number of students assigned to the routes are lower than other areas. Adding this route will result in other buses being at a low ridership. Additionally, the route addition will result in current routes experiencing reduced revenue.

Option 2: Bon Accord, Gibbons, Landing Trail and Lilian Schick - North

Annual Estimated Cost: \$77,000

A route addition in the Northern region could be added with a focus on reducing ride times for students. This route would be targeted to support current routes that transport students to schools in the communities of Gibbons and Bon Accord.

Advantages: Some students will see a reduced ride time, as well as fewer students assigned to the route, resulting in more room on the bus.

Disadvantage: The route addition will result in current routes experiencing reduced revenue.

Option 3: Sturgeon Composite Route - Morinville & Area

Annual Estimated Cost: \$75,000

A route addition in the Morinville area could be added with a focus on addressing some longer ride times, as well as some higher route loads. This route would be targeted to support current routes West of Morinville and in the Morinville area.

Advantage: Route loads would be reduced for buses servicing Morinville and surrounding areas.

Disadvantages: A route addition will reduce route revenue for current routes in the area. This may also result in some lower riderships for the rural routes which may not be required to transport Morinville students.

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**General Notes:**

- Transportation Services experiences a reduction of SCHS students accessing transportation services by the end of each school year. Typically ridership is higher at the start of the school year, and the number of riders reduces as the year progresses.
- Transportation is presently facing a significant shortage of drivers, which has led to a situation where contractors are unable to apply for new routes due to a lack of available drivers to support their applications.

Below is a sample of route times from Aspen View and Pembina Hills provided in 2022-2023.

Aspen View	Total Route Time
Route 1	75 minutes
Route 2	85 minutes
Route 3	81 minutes
Route 4	88 minutes
Route 5	95 minutes
Route 6	85 minutes
Route 7	78 minutes



Pembina Hills	Total Route Time
Bus 1	97 minutes
Bus 2	60 minutes
Bus 3	97 minutes
Bus 4	122 minutes
Bus 5	88 minutes
Bus 6	103 minutes
Bus 7	45 minutes
Bus 8	89 minutes
Bus 9	73 minutes
Bus 10	42 minutes
Bus 11	70 minutes
Bus 12	84 minutes
Bus 13	79 minutes
Bus 14	77 minutes
Bus 15	64 minutes
Bus 16	85 minutes
Bus 17	69 minutes

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** October 25, 2023 **Agenda Item:** 7.4

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent

**Governance Policy:** [Policy 230: Board Committees](#)  
[Policy 225: Role of the Board](#)  
[Policy 700: Superintendent of Schools](#)

**Assurance Domain:** Local & Societal

**Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **Holiday Card Artwork Selection**

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**Purpose:**  
For information.

**Background:**  
The Division is excited to announce the winners of the Holiday Card Artwork Contest, a project that was initiated by the Advocacy Committee in response to the expressed interest of the Board of Trustees to revive this wonderful tradition.

After careful review and deliberation, the Board of Trustees selected the following winners for this year’s Holiday Card Artwork Contest:

<u>Category</u>	<u>Winner</u>
K-3	Rebecca Luoma - Ochre Park School
4-6	Chloe Treuer - Lilian Schick School
7-9	Alayna Barbosa - Lilian Schick School

These outstanding artworks, chosen by the Board of Trustees, will grace the cover of the Holiday cards this year. The Division extends sincere congratulations to these talented student artists.

Thank you to all participants for their contributions to this year’s contest. Participants’ creativity and dedication are truly valued.



Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. Winning Selections





Rebecca Luoma  
Ochre Park School





Chloe Treuer  
Lilian Schick School



Merry  
Christmas



Alayna Barbosa  
Lilian Schick School



**Date:** October 25, 2023 **Agenda Item:** 7.5

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Governance Policy:** [Policy 105: Vision, Mission and Values](#)  
[Policy 225: Role of the Board](#)

**Additional Reference:** [Administrative Procedure 700: Certificated Staff](#)  
[Administrative Procedure 701: Support Staff](#)  
[Administrative Procedure 702: Custodian Caretaking and Facilities Staff](#)

**Assurance Domain:** Teaching & Leading  
Learning Supports  
Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **Human Resources Annual Report (2022-2023) October 2023**

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**Purpose:**

For information.

**Background:**

The Human Resources Department's Annual Report (2022-2023) October 2023 provides a detailed overview of the staffing aspects within Sturgeon Public School Division, for both union and non-union groups and covers all elements of the employment life-cycle. This report serves as a valuable resource to gain an understanding of the Division's workforce. The report is based on data collected from the 2022-2023 school year.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. Annual Report - Human Resources (2022-2023)



# ANNUAL REPORT

## HUMAN RESOURCES

Submitted by Lisa Lacroix, Associate Superintendent Human Resources

October 2023



## Background

Our mission in the Human Resources department is to attract, develop and retain high performing employees who are dedicated to providing excellent education to our students. We are committed to creating a positive work environment that fosters growth, equity, inclusivity and respect. Our goal is to provide exceptional support to our employees in their professional development, health and wellness, and job satisfaction. We believe in transparent communication and collaboration with our stakeholders. We strive to align our HR practices with the overall goals and objectives of Sturgeon Public Schools, while complying with all applicable laws and regulations.

The Human Resources team is responsible for the complete employee life cycle including:

- providing recruitment and selection services to the Division including the Executive Team, non-union group positions and union positions
- all recruitment, selection and management of casual support staff and substitute teachers
- administering the Occupational, Health and Safety requirements
- managing Workers Compensation (WCB) claims
- employee disability services
- managing employee leaves

In addition, Human Resources provides support to the leadership teams and staff in addressing and resolving workplace issues.

The Human Resources team consists of 6 staff:

- Associate Superintendent Human Resources
- Director (1)
- Advisor (2)
- Substitute Services Clerk (1)
- Receptionist (1)

## HR Analytics

### Recruitment & Selection

	Total Staff Headcount (as of Sept 25/23)	Recruitment Postings	Resignation & Termination	End of Contract	Retirement
ATA	375	92	24	50	3
CUPE	225	107	35	22	5
GEC	112	37	24	10	3
<b>TOTAL</b>	<b>712</b>	<b>236</b>	<b>83</b>	<b>82</b>	<b>11</b>

(September 1, 2022 to August 31, 2023)



In the 2022-2023 school year, Human Resources attended an in-person career fair at Concordia University and at Campus St. Jean.

### Education & Experience

The following table breaks down the education and experience for the ATA staff. The numbers are full-time equivalent and not number of employees.

ATA Staff	4 Yrs of Education	5 Yrs of Education	6 Yrs of Education	Total
0 Years	13.34	3	3.30	19.64
1 Year	2	5	7	14
2 Years	6	1	4	11
3 Years	13	4	7	24
4 Years	9.68	0	1	10.68
5 Years	4.60	1	3	8.60
6 Years	5	3	0	8
7 Years	7.5	5	1	13.5
8 Years	6.5	3	2	11.5
9 Years	5	2.8	4	11.8
10 Years	111.40	50.39	67.72	229.51
<b>TOTAL</b>	<b>184.02</b>	<b>78.19</b>	<b>100.02</b>	<b>362.23</b>

(As of September 2023)

### Union Negotiations

Human Resources gathers information to report on trends and issues pertaining to the administration of the both the CUPE and ATA collective agreements. HR leads the development of the Division's bargaining proposals.

### Payroll Advice Form

Human Resources completes and submits Payroll Advice Forms (PAF) to the Payroll Department for all modifications that affect an employee's pay. In June 2023, HR submitted 129 forms to payroll and for the start up of the school HR submitted 476 forms. For the 2022-2023 school year HR processed a total of 1,441 forms.

### Staff Supervision, Growth & Evaluation

During the 2022 - 2023 school year, 81 teacher evaluations and 53 support staff evaluations were completed.

### Teaching Certification

In order for a teacher to obtain a Permanent Teaching Certification, principals are required to complete two evaluations. Human Resources ensures that all criteria to qualify has been met and submits all the necessary information to Teacher Certification - Alberta Education for



processing. Human Resources also processes the necessary paperwork to request extensions for any Interim Certifications that are expiring.

	Interim Certification Extensions	Permanent Certificates
2021 - 2022	29	8
2022 - 2023	10	18

### Succession Planning

	Average Age	Average Age > 50	Number of Employees >50	Percent of Staff >50
ATA	40.82	55.30	79	21%
CUPE	45.99	57.45	80	36%
GEC	44.30	56.58	48	43%
<b>TOTAL</b>	<b>43.70</b>	<b>56.44</b>	<b>207</b>	<b>29%</b>

(As of September 2023)

### Substitute Teacher and Casual Support Staff

Recruiting for substitute teachers and casual support staff is on-going throughout the year, with regular postings on the Employment section of the Division's website. Human Resources is responsible for selecting candidates whose education and skills match the needs of our Division.

Substitute teachers are held to the same high standards as contract teachers. All concerns are investigated, and appropriate action is taken, up to and including removal from the substitute teacher list.

	Substitute Teachers	Casual EA	Casual Office	Casual Custodial
As of September 30, 2022	56	38	5	4
As of September 30, 2023	114	54	8	8

### Unpaid Leave of Absence

	Partial LOA	Full LOA	Secondment	Maternity/Parental
ATA	9	5	2	7
CUPE	1	1	0	2
GEC	4	0	0	0
<b>TOTAL</b>	<b>14</b>	<b>6</b>	<b>2</b>	<b>9</b>

(As of September 2023)





## Disability Management

Human Resources work with leaders to facilitate the return to work of all employees from sick leave/extended disability and Workers Compensation (WCB). In some cases, graduated return to work (GRTW) arrangements are medically recommended to ensure a smooth transition back to pre-injury duties. In other instances, suitable alternate work is identified to accommodate the employees' restrictions and limitations. The leaders at SPS are supportive and demonstrate exemplary commitment to the accommodation of our staff.

### Employee Family Assistance Program (EFAP)

Our Employee Family Assistance Program is through Inkblot and is an element of the Alberta School Employee Benefit Plan. This benefit is at no cost to the employee. In December 2022 ASEBP switched EFAP service providers from Homewood Health to Inkblot. With the new provider, employees receive up to 4 hours of service at no charge.

	New Cases	Number of Hours Used	Users Accessed Full Hours
January 1 – June 30, 2022	42	NA	NA
January 1 – June 30, 2023	38	76.5	10

### Medical Leave

In January 2021 Sturgeon Public Schools signed on with Alberta School Employee Benefit Plan (ASEBP) to participate in a pilot project for Sick Leave Support (SLS). The Sick Leave Support manages sick leaves that last longer than 14 calendar days. Employees receive active case management and ASEBP collaborates with the employer to ensure that the return to work is well planned out and coordinated.

ASBEP administers the extended disability benefit (EDB) for all staff. Human Resources works closely with ASEBP account managers to ensure a safe and successful return to work for all employees.

	New Cases	Active Cases	GR TW	Closed Cases	Pending EDB	Active EDB
January 1 – December 31, 2022	49	64	10	48	26	25
January 1 – August 31, 2023	34	47	12	42	16	23



	Sick Days Used (FTE)	# Staff Accessing Leave	Average Sick Days Per Employee	Sick Family (FTE)	# Staff Accessing Leave	Average Sick Family Days Per Employee
ATA	4747	363	13.08	548	215	2.55
CUPE	1737	178	9.76	205	101	2.03
GEC	784	91	8.61	88	42	2.10
<b>TOTAL</b>	<b>7,268</b>	<b>632</b>		<b>841</b>	<b>358</b>	

(September 1, 2022 to August 31, 2023)

### Workers Compensation Board (WCB) Management

All work-related injuries must be documented and reported to Human Resources. Staff, excluding most teachers, whose work-related injury requires medical attention, modified duties or lost wages must complete and submit a WCB form. Modified duties are available for all staff.

	Employee Injury Reports	WCB – New Claims	OIS Clinic Visits	WCB Employer Claim Costs
ATA	26	1		\$0.00
CUPE	109	12		\$50,985
GEC	10	5		\$2,453
<b>TOTAL</b>	<b>145</b>	<b>18</b>	<b>3*</b>	<b>\$53,438</b>

(September 1, 2022 to August 31, 2023)

\*information is not available by employer group

### WCB Industry Ranking

The WCB premium is based on a 3-year experience period. The 2023 premium include claims costs and assessable earnings from January 1, 2019, to December 31, 2021 (2022 is the lag year). Fewer claims, lower claim costs and safer workplaces can add up to lower premium rates.

	2022 Calendar Year	2023 Calendar Year
Ranking	64/64	64/64
Surcharge	65%	90%
SPS Rate	\$1.63	\$2.05
Industry Rate	\$0.99	\$1.08
SPS Annual Premiums	\$255,533	\$325,553
Industry Annual Premiums	\$155,201	\$171,511
SPS Claim Costs	\$324,095.16	\$277,866.82
Industry Claim Costs	\$122,000.81	\$106,604.83



This HR analytics report has provided an overview of the trends within Sturgeon Public Schools, with greater depth into the absenteeism in the Division. We will continue to work with our partners to improve safety within our schools and maintain a healthy workplace.





**Date:** October 25, 2023 **Agenda Item:** 7.6

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Ruth Kuik, Acting Associate Superintendent, Corporate Services  
Amy Kolesar, Manager, Transportation Services

**Governance Policy:** [Policy 500: Student Transportation Services](#)

**Additional Reference:** [AP464: Fees](#)

**Assurance Domain:** Governance

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

**Subject:** **Overdue Transportation Fees**

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**Purpose:**

For information.

**Background:**

According to *Administrative Procedure (AP) 464: Fees*, any overdue fee notices will be sent to parents who have not submitted payments. A monthly payment plan may also be established for transportation fees to be paid over the course of the school year.

One year ago, at the end of October 2022, the Division had 401 overdue accounts, totalling \$127,710. New to the 2023-2024 school year, families were required to pay transportation fees in full from the previous school year before they could register for services. In addition, fees were to be paid, or a payment arrangement was to be in place before the student was provided a bus pass.

Currently, the Division has 265 overdue accounts totalling \$54,400. Transportation Services is actively contacting families to make arrangements for full payment, partial payments or where necessary, fee waiver applications. The Division plans to have Transportation Services and schools work closely with families to further reduce this number over the coming month. The goal is to communicate with all families resulting in a minimal amount of service discontinuations in November.



Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** October 25, 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](#)  
**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **September 29 Enrolment Numbers**

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**Purpose:**

For information.

**Background:**

Student Enrolments, as of September 29, 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”.*

To manage class sizes and resources required, the Division performed enrolment counts on September 1, September 12 and September 28.

Attached for your reference is the September 29th Student Enrolment Count. A few highlights are:

- The current enrolment count for funded students is 5,167 students. The enrolment count for funded students on September 29, 2022 was 5,176.
- This indicates a slight decrease in overall enrolment.
- The Division is experiencing a decrease in enrolment in PreK - Grade 1. This aligns with the demographic information received.
- Sturgeon Composite High School experienced an increase in enrolment.
- 101 students are enrolled as concurrent students meaning they are registered in a high school and taking a course at one of the Division’s Learning Centres.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.



**Attachment(s):**

1. September 29, 2023, Enrolment Numbers

**2023-2024 Student Enrolment Count**

SCHOOL As at Sep 29, 2023 final	Pre-K	K	I	II	III	IV	V	VI	TOTAL ELE	VII	VIII	IX	TOTAL JR HI	X	XI	XII	TOTAL SR HI	TOTAL 1-12	Home Education	AFN	GRAND TOTAL
BACS	20	36	41	33	42	45			217				0				0	217			217
Camilla	22	36	43	55	45	41	53	43	338	42	53	51	146				0	484			484
AFN			3	0	1	1	5	3	13	6	1	4	11				0			24	
Four Winds							84	108	192	99	93	93	285				0	477			477
Gibbons							74	68	142	51	44	51	146				0	288			288
Guthrie	24	14	20	24	18	20	18	19	157	21	20	32	73				0	230			230
L. Trail	26	62	55	73	69	62			347				0				0	347			347
Legal Public	7	3	1	1	4	3			19									19			19
L. Schick							46	46	92	38	43	54	135				0	227			227
MPS	54	80	82	91	83	119			509				0				0	509			509
Namoo	0	35	42	36	39	39	51	40	282	48	42	56	146				0	428			428
O. Park	30	20	33	31	33	26			173				0				0	173			173
Redwater							35	32	67	35	35	30	100	26	31	33	90	257			257
SCHS									0				0	312	283	277	872	872			872
AFN														3	2	2	7			7	
SPVA							0	0	0	4	7	4	15				0	15			15
Sturgeon Hts.	0	48	36	59	59	48	35	66	351	41	28	38	107				0	458			458
<b>SUB TOTAL</b>	<b>183</b>	<b>334</b>	<b>356</b>	<b>403</b>	<b>393</b>	<b>404</b>	<b>401</b>	<b>425</b>	<b>2,899</b>	<b>385</b>	<b>366</b>	<b>413</b>	<b>1,164</b>	<b>341</b>	<b>316</b>	<b>312</b>	<b>969</b>	<b>5001</b>	<b>14</b>	<b>31</b>	<b>5046</b>
<b>Block Funding</b>						0	2	7	2	11	3	5	4	12			0	23			23
Oak Hill																					
Colony	0	7	2	4	5	3	5	5	31	4	5	5	14	1			1	46			46
<b>SUB TOTAL</b>	<b>0</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>12</b>	<b>7</b>	<b>42</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>26</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>69</b>			<b>69</b>
<b>Outreach</b>																					
MLC														4	7	31	42	42			42
SLC											1	0	1	7	7	26	40	41			41
<b>SUB TOTAL</b>											<b>1</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>14</b>	<b>57</b>	<b>82</b>	<b>83</b>			<b>83</b>
<b>TOTAL</b>	<b>183</b>	<b>341</b>	<b>358</b>	<b>407</b>	<b>398</b>	<b>409</b>	<b>413</b>	<b>432</b>	<b>2,941</b>	<b>392</b>	<b>377</b>	<b>422</b>	<b>1,191</b>	<b>353</b>	<b>330</b>	<b>369</b>	<b>1,052</b>	<b>5,153</b>	<b>14</b>	<b>31</b>	<b>5,198</b>
<b>FTE'S</b>																		<b>4,891</b>			
<b>Sept. 2022</b>	202	364	417	390	405	418	427	397	3,020	388	437	349	1,174	323	317	356	996	5,190	20	34	5,210
CHANGE #'S	-19	-23	-59	17	-7	-9	-14	35	-79	4	-60	73	17	30	13	13	56	-37	-6		-12
CHANGE %	-9%	-6%	-14%	4%	-2%	-2%	-3%	9%	-3%	1%	-14%	21%	1%	9%	4%	4%	6%	-1%	-30%		-0.23%

<b>Total count</b>	5,153
Home Education	14
Total Student Head Count:	<b>5,167</b>
Add - Alberta Education not funded:	144
Submitted to Alberta Education Total:	<b>5,311</b>

	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	
<b>Home Education Blended</b>	0		0	0									0
<b>Home Education Parent Directed</b>	1	1	2	4	3	1	0	1	0	1	0	1	14
	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>Total 14</b>

**Unfunded students submitted to Alberta Education (not included in this**

MLC -	32 (6 adult students, 26 concurrent students)
SLC -	78 (3 adult students, 75 concurrent students)
AFN	31 (non-resident students)
Non-Fund	3 (3 @MLC code 622)
<b>Total</b>	<b>144</b>





**Date:** October 25, 2023 **Agenda Item:** 7.8

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
Robert Litchfield, Director, Technology Services

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

**Additional Reference:** [AP865: Information and Communication Technology](#)

**Assurance Domain:** Learning Supports  
Governance

### **Superintendent Leadership Quality Standard (SLQS)**

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

Building Effective Relationships  
Visionary Leadership  
School Authority Operations and Resources

**Subject:** **Technology Services Report - October 2023**

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### **Purpose:**

For information.

### **Background:**

In the Technical Report, the technology team emphasizes its dedication to providing essential services and products to schools for optimal performance. The report focuses on three key areas: Technical Debt, Standard Maintenance and Future Planning.

- The team is actively addressing Technical Debt by implementing Multi Factor Authentication (MFA) and streamlining iPad management.
- Standard Maintenance is facilitated through the Evergreen program, ensuring that staff computers, student Chromebooks and mobile devices are updated and supported.
- Future Planning includes enhancing security measures and exploring the possibility of standardizing on a single technology environment, aligning with industry standards. This commitment ensures that Technology Services continues to support the mission of schools effectively.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.



**Attachment(s):**

1. Technology Services Report - October 2023



# Technology Services Report - October 2023

The technology team continues to strive to provide the necessary services and products to schools to ensure their effectiveness in their roles. In this report, the focus will be on three specific areas: Technical Debt, Standard Maintenance and Future Planning and Improvements.

## Technical Debt

Similar to financial debt, which can burden individuals as it accumulates, technical debt can have equally detrimental effects. Technical debt is the implied cost incurred when organizations do not address issues that will impact them in the future. Allowing technical debt to accumulate leads to the worsening of existing problems, making them costlier to resolve over time.

The technical team must constantly consider the future needs of the Division while managing the technical debt, bearing in mind the budget and time constraints. The current focus of attention is on several areas of technical debt:

### Multi Factor Authentication (MFA)

MFA enhances security by requiring users to provide at least two different authentication factors during the login process. The team is implementing MFA across the organization to adhere to security best practices and guidelines. A pilot group is already in place, and the plan is to roll this out division-wide by the December holiday break.

### iPad Management

The team has recognized the need to streamline the management of iPads, which are crucial learning tools for students. The team conducted a thorough inventory and identified devices that needed replacement. A budget has been approved as part of the Evergreen program. The team is collaborating with the Education Planning team to deploy standardized software and improve support processes.

## Standard Maintenance

The technical team is responsible for maintaining and securing the equipment used within the Division. This involves various mechanisms, with the primary budget allocation going to the Evergreen program.

### Evergreen Program

The Evergreen program ensures that staff computers, student Chromebooks and mobile devices remain up-to-date and supported by vendors. This year, the team is deploying approximately:

- 110 computers for staff, approximately 15% of the fleet
- 496 Chromebooks for students, approximately 20% of the fleet





- 300 iPads for younger students and those with specific needs, approximately 60% of the fleet

Please note that the number of iPads is higher this year due to outdated equipment in need of replacement. Future years will see more manageable numbers as this technical debt is resolved.

### Help Desk Support

A help desk plays a crucial role in any organization, and its smooth operation is vital for maintaining productivity. It serves as a central point of contact for employees or users who encounter technical issues, questions, or need assistance with various IT-related matters.

The technical team has adjusted operating hours to align more closely with schools, offering support from 8:00 a.m. to 4:30 p.m. on school days.

### Future Planning and Improvements

Planning for the future is critical to minimizing technical debt and maintaining systems for the long term. Two key areas have been identified for future planning:

#### Enhancing Security

Over the next year, the team will improve the security of computers and the network, establish robust onboarding/offboarding processes, implement additional monitoring and testing practices and educate staff on cybersecurity's importance.

For context, there have been approximately 30,000 attempts a day on the network by outside bad actors. The antivirus, installed on all computers, stops approximately 30 threats per month. Over the last month, the Microsoft email system has quarantined 25 ransomware and phishing emails.

#### Standardizing on a Single Environment

The team currently supports both Microsoft and Google technologies for email and support systems. To reduce complexity and costs, the department is exploring the possibility of supporting a single system while retiring the other. This involves research, consultation with schools and departments, and a detailed deployment plan. This multi-year process will align the Division with industry standards.

#### Empowering Staff Through Technology

Technology has been shown to increase the engagement and effectiveness of staff when deployed effectively. The Educational Assistant team has been using shared devices for many years, and through research and discussion with school staff, it was discovered that they could be far more effective if they had their own devices.





As their computing needs are straightforward and the department wanted to ensure that it kept the additional cost and support reasonable, it was decided to deploy an additional fleet of Chromebooks to this population.

A plan has been developed, and a budget approved to start the deployment in November. The team is very excited to see how this technology will improve the Educational Assistant team's effectiveness and engagement with the staff and students.

## Conclusion

In conclusion, Technology Services' commitment to managing technical debt, maintaining equipment, and planning for the future ensures that the department continues to support the mission of schools effectively.





**Date:** October 25, 2023 **Agenda Item:** 7.9

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
Lauren Walter, Manager, Marketing and Communications

**Governance Policy:** [Policy 225: Role of the Board](#)  
[Policy 700: Superintendent of Schools](#)

**Additional Reference:** [AP220: Communications](#)

**Assurance Domain:** Local & Societal Context

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

**Subject:** **Communications Report - October 2023**

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**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 October 2023.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. Communications Report for October 2023

# Board Memorandum

September & October 2023



**Sturgeon  
Public Schools**

Dare to reimagine learning

Communications  
Report

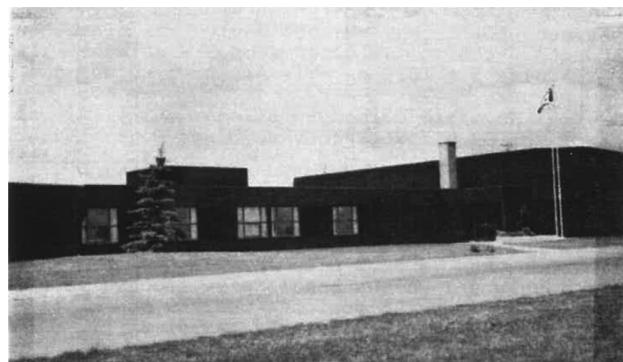
# OVERVIEW OF GOALS

Connecting with the School Community

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## GOAL #1: WEBSITE ENHANCEMENT

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



## GOAL #2: KINDERGARTEN EXPO

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

## GOAL #3: GRADE 9 RETENTION

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

## GOAL #4: FRENCH IMMERSION GROWTH

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

## GOAL #5: COMMUNITY COLLABORATION

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





# Communications in September & October has been focused on:

- The ongoing enhancement of individual school websites, focusing on refining program pages, updating codes of conduct and school handbooks, updating staff directories, etc.

Aligns with Marketing Goal 1

- 
- Collaborated with schools to update and enhance their newsletters. Communications is proud to announce that all school newsletters have successfully transitioned to the two officially approved platforms: Google Sites and Sway, complete with standardized official branding.

Aligns with all Marketing Goals 1 & 5

Examples:



Show me



Show me



Gibbons School

Show me

- 
- Producing video content in preparation for the Pre-Kindergarten/Kindergarten Expo. This video content will serve as strategic advertising material leading up to the event, with the primary objective of spotlighting the outdoor learning programs.

Aligns with Marketing Goal 2

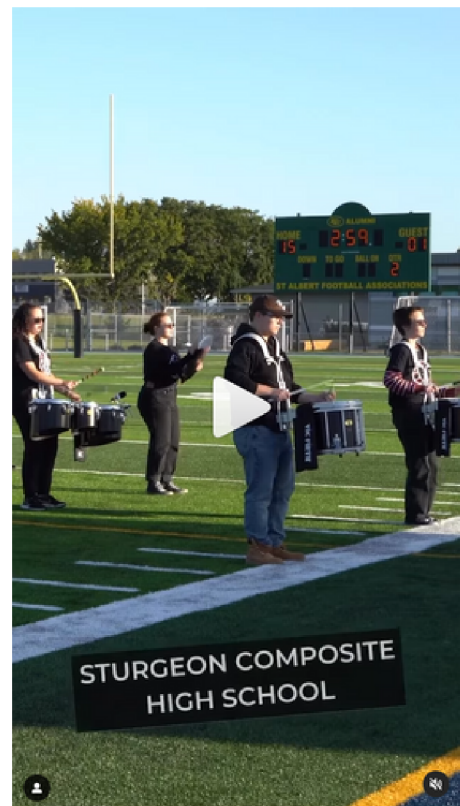
# Communications in September and October has been focused on:

- Capturing videos that shine a spotlight on the Division's outstanding music programming. These videos encompass the experience of the Drumline Bootcamp, which brought together various Edmonton high schools at Sturgeon Composite High School to explore the world of drumming. Additionally, Communications has created engaging videos showcasing the drumline's electrifying in-game performances.

Aligns with all Marketing Goal 3



Show me



Show me

# Communications in September & October has been focused on:

- Showcasing the Division's activities during Truth and Reconciliation Week. Each school in the Division shared videos and photos of their week's events, including their participation in Orange Shirt Day. Additionally, Communications has shared a video to the Sturgeon Public Schools channels speaking to the importance of Truth and Reconciliation in the Division, that features clips of Guthrie School and Camilla School.

Aligns with all Marketing Goal 5



Show me

# Sturgeon Public in the Media

## Aligns with Marketing Goal 5

- October 16, 2023 — Sturgeon Robbed by Bandits  
**Morinville Online**
- October 11, 2023 — Sturgeon Public Schools student receives 2023 Lieutenant Governor of Alberta Student Award  
**Morinville Online**
- October 17, 2023 — Volleyball Match  
**Redwater Review**
- October 11, 2023 — Truth & Reconciliation Week  
**Redwater Review**

## Upcoming Events

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- Métis Week - November 13th to 17th
- Bullying Awareness Week - November 20th to 24th



**Date:** October 25, 2023 **Agenda Item:** 7.10

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**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:** **Deputy Superintendent, Education Services Report**

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### **Purpose:**

For information.

### **Background:**

In alignment with the Division's mission, vision, values, and goals, the Deputy Superintendent for Education Services collaborates with the Superintendent to accomplish the overarching and specific responsibilities outlined in the Education Act and Board policy. The Deputy Superintendent reports directly to the Superintendent and plays a pivotal role within Sturgeon Public Schools, providing leadership and support in areas such as curriculum and instruction, educational planning, Indigenous student success, student and learning support services, information technology, marketing and communications, as well as leadership and program development.

The Deputy Superintendent must meet all the requirements of the provincial Leadership Quality Standards (LQS). Quality leadership by the Deputy Superintendent occurs when their ongoing analysis of the context, and decisions about what leadership knowledge and abilities to apply, result in quality teaching and optimum learning for all school students.

This report provides an overview of recent events, project work, and meetings attended, that directly support the educational areas outlined above to advance the Board's mission, vision and values. Sharing this work of the Deputy Superintendent with the Board aims to provide the Board with the information required for the fulfillment of its governance role.

### **Curriculum and Instruction**

Providing leadership and vision in implementing professional development to equip teachers and leaders with the knowledge and skills to deliver research proven approaches to teaching literacy, numeracy, science, social studies, financial and computer literacy. Ensuring excellence in teaching across the Division.

- Reviewed School Assessment plan support documents to ensure all school teams will be able to create and share with their parents and community a cohesive approach to assessment. There is a common agreement regarding summative and formative assessment, however, work will be completed during the year to better articulate what it means to report on Outcomes and how that could look in each community.
- New this fall is our use of The Reading Comprehension Assessment Tool (RCAT). This tool allows teachers to more accurately diagnose reading comprehension skills and program accordingly. The first round of this assessment tool has been implemented by all schools in grades 5 to 12. Teachers and administrators are now reviewing this data and learning how best to align supports and programs to improve comprehension.
- Reestablished the process of communication between school sites, Technology Services, and Education Services to ensure pre-service (student) teachers have access to login information and division technology for teaching and learning within our classrooms.
- Participated in Read-In Week by attending Landing Trail School and reading to a grade 2 class and a Kindergarten class. Supported teachers helping students develop a love for reading connection to the world around them.
- Curriculum working groups have been established or reestablished for the fall and are meeting every other week to understand new curriculum, build common progressions and lessons. Together with choice PD offerings the team has built, teachers have direct and meaningful access to support during the rollout of the new curriculum.

### **Educational Planning**

Providing leadership and vision in the examination of achievement metrics and input from stakeholders, both at the division and school levels, to shape and establish effective educational strategies that enhance outcomes and align with the Board of Trustees' mission, vision, and values, creating optimal learning for all students.



- A beginning template and supporting documentation have been created to support school administration teams as they prepare their presentations for the Board of Trustees. This helps the teams begin their work and ensures key areas are discussed, providing a division wide insight into programming, while allowing unique school celebrations.
- November 2023 will see both Redwater High School and Sturgeon Composite High School host their annual Awards Ceremonies to honour those students from the 2022 - 2023 school year who have made recognizable achievements in the areas of academics, sports, CTS, RAP, and work experience. The Office of the Deputy Superintendent received 37 various scholarship and bursary applications, and the Division is pleased to report that 35 students from the 2022 - 2023 school year will be awarded Sturgeon Public School Division scholarships or bursaries.
- Strategic Planning Meeting with Education Services and the Superintendent to envision a five year plan. This is a follow up meeting from last June and aligns the Board's mission, vision, and values with the Education Plan and stakeholder feedback. Five, long term goals are beginning to emerge: STEAM Programming and Career Pathways Education Across Division, Strong Academic Programming, Advocacy for Cross Ministerial Work, Principals engaged in Powerful Visionary Work, and Addressing the Complexity of our Classrooms.
- Guidance has been provided to each school administration team for building a meaningful Education Plan to move their schools forward to meet the Board's mission, vision, and values. A common template was reviewed and edited, then each school team had the opportunity to meet with the Director of Education planning to review data, update goals, and create strategies. Principals and Vice-Principals also had the opportunity in the afternoon of Admin Council on Oct 18 to work as site times, and then share their work with grade level schools to build success division wide.
- A new digital platform will be available in the spring of 2024 to write Provincial Achievement Tests (PAT) and Diploma exams. In order to ensure understanding of this platform, teachers and school administration are being supported to enroll in field testing and practice exam writing well ahead of the exam dates. This will also lower student anxiety when using digital tools during these important assessments.

### **Indigenous Student Success**

Providing leadership and vision in supporting Indigenous student success by promoting well-being, participation, engagement and achievement. Teachers and administrators are supported through professional development to apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

- Participated in the Truth and Reconciliation Event hosted by Alexander First Nation. This march honoured survivors of residential schools. It was also attended by students and staff from Camilla School and Sturgeon Public Composite High School, along with a few principals and Central Office staff. Walking alongside members of Alexander First Nation provided an opportunity to show solidarity with our neighbours and engage in conversation about future activities of connection and collaboration.

- Attended a meeting with Lionsheart Education Centre to better understand their programming and support the Superintendent in determining any potential partnership or collaboration opportunities with their families and children.
- Call to Action Cohort meets throughout the year to ensure every school has staff that can connect the school to elders, knowledge keepers and community leaders for guidance in learning Indigenous Foundational knowledge. This year they are working with Etienna Moostoos-Lafferty, Indigenous Education Coach and presenter, along with leaders from Alexander First Nation. Their first meeting was Monday, October 23, hosted at Camilla School.
- Met with Alexander First Nation, Camilla School, and Sturgeon Composite High School leadership at SCHS to discuss and plan events that support all our students and create opportunities for building community. These meetings are held four times a year and rotate locations across our three school sites.
- Métis Week Nov 13 - 17, 2023. Resources have been shared directly with teachers and posted on [Staff Resource HUB](#). These lessons and activities help our students understand Métis history and identity, and together with our Métis education kits, can help build welcoming and respectful school communities.
- We have hired an Indigenous Student Counsellor to replace the Counselor who left at the end of last year. They will work directly in Four Winds and Camilla schools. This person comes with a deep understanding of Indigenous culture and sits on the Alexander Elder's circle which will help continue building strong relationships.

### **Student and Learning Support Services**

Providing leadership and vision in implementing professional development to equip teachers and leaders in establishing and sustaining inclusive learning environments where diversity is embraced and every student is welcomed, cared for, respected and safe. Ensuring all students' needs are met with programming aligned to ensure success.

- Represented CASS Zone 2/3 in a Ministry stakeholder engagement to review Alberta Education's Program Unit Funding (PUF) Grant. Attended this event with the goal of reviewing and strengthening the Program Unit Funding Grant to ensure programming and funding are addressing the educational needs of children with severe disabilities or delays.
- Supported School Administration through a challenging Student Discipline process to ensure clear communication was completed at all levels, and all the processes for the hearing were timely and fair for all parties involved.
- Attended the monthly CASA Classroom Leadership Meeting for Gibbons School to understand how the current cohort is progressing, learn about current challenges and then engage in strategies to meet these to improve the experience for students and staff. An upcoming focus will be on transition support as students return to their home school when the program ends.
- Reviewing our academic reporting for Specialized Programming last year revealed a need for better communication on growth for these students. This year teachers have access to a



new grade scale. The achievement levels of; Progressing (P), Supported (S), and Achieved (A) have been defined and will be used to report growth in all core areas.

- Met with Dr. Emily Milne and Dr. Karen Robson to discuss our collaboration on advancing Educational Equity. This project may connect us with a neighbouring school division and will provide a clearer understanding of which populations within our school division may be experiencing barriers to success and how to overcome those challenges.
- Therapeutic Crisis Intervention in Schools (TCIS) training continues within Sturgeon Public Schools. The third cohort of staff from schools is finishing training this week and a fourth cohort is planned for December, with the Deputy joining this round. It is important that knowledge of this trauma-sensitive approach to creating safe environments which proactively prevent crisis situations is held by all staff. To support this goal, a Professional Development schedule has been established for all schools, with the provision of learning materials to review throughout the year.
- A review of Violent Threat Risk Assessment (VTRA) trained staff was conducted this month and schools needing new staff trained have been identified with a plan to ensure this occurs within the year. To support leadership teams in schools an additional resource has been provided and just updated on information for managing a crisis situation, when to activate Hour Zero, and when a VTRA should be considered.

### **Information Technology**

Providing leadership and vision in implementing professional development to equip teachers and leaders to use innovative technology to engage students, meet unique learning needs and inspire new ways of teaching and learning. Ensuring resources are allocated across the Division in a fair and equitable manner for all students.

- Using Multi Factor Authentication (MFA) on all critical logins and communication to verify the identity of users reduces the risk of cyber attacks and improves the security of information. The Division needed to begin our implementation of MFA this month to align with the new insurance company requirements. We completed phase one, which included all principal and vice principal leaders. The plan is to bring MFA to each school site between now and Christmas break, with appropriate, in person support on each launch day.
- Digital Citizenship resources have been updated and provided again to all teachers and families. There are lessons for each day during [Media Literacy Week](#) (Oct 23-27). The division also provides targeted lessons for every student in grades 3-5, Cyber Choices, and grades 6-8, *A Day in the Life of the Jos*. These are provided through MediaSmarts, Canada's Centre for Digital Media Literacy.

### **Marketing and Communications**

Providing leadership and vision in promoting and enhancing the Division's reputation by spotlighting the outstanding educational programs within each school and the remarkable success stories of Sturgeon Public students. Building a profile in the media with a positive narrative, including community connection and celebrating our students' achievements.

- Attended the first School Registration planning meeting for 2024-2025 on October 16. Supported this team of leaders to review the process used in 2023 and built plans to improve the experience of parents. The team created professional development plans for office administrators and a timeline for communication and promotion.
- Created and shared the division, common event calendar for all schools in Sturgeon. This captures the events that are expected for all schools to participate in, as well as those that are strongly encouraged. It helps coordinate the work of school counselors and connects schools and students with local and broader community groups. [Common Event Calendar](#).
- Reviewed the audit of school websites and supported the communication team in connecting with school leadership to provide missing information and to create plans for future updates. The team created significant support resources throughout the summer to ensure schools could create timely, engaging social media posts promoting their programs and their connection to events within the school community.

### **Leadership and Program Development**

Providing leadership and vision in creating opportunities for teachers and school leaders to develop leadership capacity and to support staff in fulfilling their educational roles. Ensuring all schools develop and implement innovative programming to motivate students to pursue their unique path to succeed in the global community.

- Attended each of the Monthly Principal meetings the Superintendent coordinates. These provide an excellent opportunity to hear directly from school leaders about the successes and challenges being experienced within a month and provide counsel and follow up support.
- Attended weekly Senior Executive meetings to ensure clear and timely communication across each department. These meetings facilitate alignment of and coordination of support to schools, enable collaboration to solve problems and gain insights into ongoing challenges in each department.
- Established regular monthly Education Services Leadership meetings for the remainder of the school year. It is critical that all leaders within Education Services communicate and collaborate regularly with each other. These meetings ensure support is aligned with advancing the Education Plan and areas of improvement can be supported through multiple interventions or department approaches.
- Established regular monthly 1:1 meetings with direct reports. Following the pattern instituted by the Superintendent, this year, monthly meetings have been established between the Deputy and each manager or Director within Education Services. This allows for focused planning and developmental feedback to be provided regularly for growth and improvement.
- Worked with three schools to build six overnight field trip experiences to enhance learning and improve student engagement. This included a music experience at Camp Nakamun and Sun Peaks BC, and outdoor education opportunities at Rocky Mountain House, Camp Warwa, Jackson Lake, and Long Lake Provincial Park.

- Built and evolved the School Administration Support Hub. This new website highlights all of the tasks and responsibilities School Administration have within Sturgeon. It also provides summaries of APs, support documents from across departments for Principals and captures our various planning calendars. With the increasing volume of files and expectations, this was created to improve support for school leadership. [Admin Hub Link](#).

### **Stakeholder Reassurance**

Thoughtful, considerate, and respectful dialogue with all Division Stakeholders - Parents, Staff and Community - in order to improve programming, resolve student behaviour incidents, and strengthen parent/guardian and community connection.

- Answered regular, daily phone calls from principals and vice principals regarding student discipline, guardianship or custodian court orders, and how to support staff in instructional practice. The beginning of every educational year often brings questions regarding enrolment and guardianship. These calls provide a meaningful opportunity to better understand challenges within schools and discern patterns that inform professional learning and other support opportunities.
- Directly engaged with ten stakeholder concerns this month. Support involves direct contact and enabling school administration to re-engage with parents so student support can be ongoing and have a direct impact on improving their school experience. All have found resolutions except a few that remain ongoing into the next month.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

### **Attachment(s):**

Not applicable.



**Date:** October 25, 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**

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**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.

During the September 27, 2023, Public Board meeting, it was reported that Superintendent Discretionary spending for the period of August 16 to September 20 included the addition of 0.5FTE Social Worker at Sturgeon Composite High School to support the Student Success Centre. This is a full-time position which includes 0.5FTE being funded by the Mental Health Capacity Building (MHCB) Grant (HYPE), with a total cost of \$28,256 against the Superintendent Discretionary budget.

**Update:**

September 20, 2023 - October 18, 2023, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- Additional 0.1FTE required for the Social Worker position at Sturgeon Composite High School to support the Student Success Centre. Mental Health Capacity Building (MHCB) Grant (HYPE) was only able to fund 0.4FTE, not 0.5FTE.

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			
Guthrie School	0.20		\$ 18,700	Wednesday, October 4, 2023	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
<b>Total</b>	<b>0.20</b>				<b>\$18,700.00</b>
<b>Direct staffing to schools (K- 12)</b>					
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	
<b>Total</b>	<b>0.00</b>				<b>\$0.00</b>
<b>Other (Emergent Priorities non-staff)</b>					
		\$ 100,000			
Social Worker SCHS Success Centre	0.60		\$ 36,498.00	Thursday, September 28, 2023 updated	
<b>Total</b>	<b>0.60</b>				<b>\$36,498.00</b>
<b>Total Costs</b>					<b>\$55,198.00</b>
Alberta Ed. Supplemental Enrolment Growth Funding					
<b>Total budget remaining</b>					<b>\$544,802.00</b>

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** October 25, 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**

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### **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.

The Alberta government has a system for schools and school authorities to consistently assess progress and demonstrate success called the Assurance Framework. The framework has 5 assurance areas with related performance measures that enable schools and school authorities to show their communities how they are performing each year.

The Senior Administrative Leadership Team is committed to keeping the Board informed regarding progress in the Board's approved outcomes, measures and strategies articulated in the Division's Education Plan to meet our priority of Student Achievement. Using key insights from the Annual Education Results Report, the Division's Education Plan directs the work in schools and at a system level.

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.

- ★ The Joint Worksite Health and Safety Committee (JWHSC) held their first meeting at the end of September. The JWHSC is a group of employees and management working together to address worksite health and safety matters that affect Division staff. The mandate of the committee is to reduce losses from work related incidents and injuries and continuously improve workplace health and safety across the Division by working with site occupational health and safety (OHS) representatives.
- ★ Welcoming and supporting University of Alberta pre-service (student) teachers in our schools. Introductory Field Experience (IFX) and Advanced Field Experience (AFX) involves pre-service (student) teachers gaining practical classroom experience in educational settings. It provides opportunities for Sturgeon Public teachers to coach, assess and grow future teachers. Through IFX and AFX placements, SPS teachers foster meaningful relationships with pre-service teachers, guiding and supporting them in their professional practice. This collaborative experience not only benefits the pre-service teachers but also strengthens the overall educational community, enhancing the sharing of knowledge and best practices among educators.
- ★ The Superintendent would like to acknowledge the proactive outreach from Sgt. Kerry Shima, RCMP, Internet Child Exploitation Unit, who has offered to host presentations on Internet Child Exploitation prevention and education for SPS school communities. The Unit visited certain SPS schools last school year, which garnered remarkable feedback from both



staff and parents. Despite their busy schedules, they are keen on re-establishing a working relationship with SPS and have generously extended their availability, including PD Days, evening sessions and weekends. This information has been shared with our school administrative teams.

- ★ The creation of a Division Events Calendar shared through Google Drive was a collaborative effort aimed at enhancing communication between Central Office staff and our schools. This centralized platform serves as a hub for consolidating information from various schools, ensuring central office staff presence at important events, fostering a stronger connection between Central Office personnel and the schools we support.
- ★ The Superintendent met with Lionsheart Education Centre to gain understanding of their programming to determine potential partnership/collaboration on educational programming for children attending the program alongside their families.
- ★ Superintendent discussion with the Chief Administrative Officer (CAO) of Sturgeon County to foster a spirit of cooperation regarding the safety of SCHS students along Hwy 37 and at the intersection of Hwy 37 and Hwy 28. Additionally, the CAO shared a letter of support from the Mayor of Sturgeon County to our Board of Trustees further exemplifying the collaborative dedication to ensure the safety of Sturgeon Public students. (Meeting with the Board of Trustees October 11 - see below)
- ★ The Transportation Services team successfully concluded their annual meetings with bus contactors and school leadership, spanning from September 25 to October 4, encompassing all schools within the Division. These school start-up meetings serve as a vital platform for fostering collaboration between school administrators, transportation personnel, bus operators and contractors. The agenda typically delves into an assessment of the previous school year, identifying areas for improvement in preparation for the upcoming year. Discussion centers on the effectiveness of arrival and departure times and any need for adjustments to ensure the safety and supervision of all students. These meetings also allow for open dialogue, addressing any concerns or queries that may arise. Moreover, they serve as a pivotal moment to schedule and prepare for bus evacuations, typically timed to coincide with school bus safety week.
- ★ Sturgeon Public Schools is committed to ensuring the holistic education and well-being of all students. The Division proudly supports the Eye See...Eye Learn™ program, a valuable initiative developed by the Alberta Association of Optometrists. This program offers kindergarten-aged children access to essential eye exams and free eyeglasses, thereby addressing the critical connection between vision, eye health and learning. Program kits are delivered annually in the fall to Central Office and then distributed to the schools.



- ★ Oct 6 Education Services Strategic Planning Meeting. The Superintendent met with the Education Services team, a follow-up meeting to June 20, 2023, with the goal of Strategic Planning to ensure optimal student learning across the Division.
  - June 20, 2023 meeting #1 - Strategic Planning - 3 to 5 year goals
    - Leading growth and development of staff for the goal of optimal student learning.
    - Create goals for Division cohorts, teams, or groups of professionals.
    - Identify progress measures and data to measure success.
  - October 6 - Strategic Planning meeting #2
    - Reviewed 5 Goals identified from meeting #1 aligned with Division Mission, Vision and Values.
    - Unpacked current work and current exciting opportunities on the
    - Division Goals Starting in 2023 - 2024

	Goal - <b>Optimal Student Learning</b>	Division Mission / Vision / Values
1	STEAM Programming and Career Pathways Education Across Division	Innovative Programming - Unique Path to Future Success - Meeting the Challenge of the Global Community - Learning Choices
2	Strong Academic Programming	Well-rounded programming/Path to future success - Prepared to meet and excel at challenges - Excellence in Teaching
3	Advocacy for Cross Ministerial Work	Meeting the Challenge of the Global Community - Working together as a Team - Shared Responsibility
4	Principals engaged in Powerful Visionary Work	Safe, respectful and collaborative learning environments, Excellence in Teaching, Shared responsibility - mutual respect - Learning Choices
5	Addressing the Complexity of our Classrooms	Safe, respectful and collaborative learning environments

- ★ Admin Council (Oct. 18) - Full day with Principals, Central Office Leaders. Afternoon of professional development for Principals and Vice Principals. The morning portion is the business portion.

The afternoon professional development session aimed at refining School Education Plan goals and data tracking, specifically referencing AP243. The agenda also included the creation of the School-Based Results Report section of School Education Plans, encompassing measures like Alberta Education Assurance Measures (AEAM), the previous year's OurSchool Survey and relevant screeners such as Ab.Ed. Screeners, MIPI, RCAT, F&P.

The meeting touched upon Leading Teacher Collective Efficacy and provided insight into the Division Education Plan.

- ★ Facility visits to schools - the new Director of Facilities toured all schools and did an audit of the condition of all sites and all work to be completed.
- ★ The Division received a grant to initiate High School Dual Credit Programming in collaboration with Northern Lakes College, focusing on the Educational Assistants Program. The program will soon be promoted to high school students and their families, offering the unique opportunity of practicum placements. In the coming months, schools in the Division will be approached to host students for these short-term placements, typically lasting 90 minutes, with the possibility of longer durations based on student schedules. Details regarding teacher evaluations of these practicum placements are currently being finalized. The overarching vision is to promote the “Learn in Sturgeon, Stay and Live in Sturgeon” concept through the initiative.
- ★ Deputy Mayor Dan Derouin and CAO Reegan McCullough from Sturgeon County met with the Board of Trustees and Senior Executives on October 11, 2023, to discuss the safety of our students on Hwy 37 and the intersection of Hwy 37 and Hwy 28. The meeting emphasized the importance of aligning efforts with the Board's objectives and addressed concerns related to school safety, including the completion of a pathway between Namao School and Sturgeon Composite High School, the crosswalk on Hwy 37 and the 37/28 intersection.
- ★ An initiative that began two years ago and is continuing this school year, CASS Neighbours Connects is a vital forum of monthly virtual meetings that bridges the educational landscape between school divisions in zone 2/3. This initiative fosters collaboration and information exchange between Superintendents from various educational institutions. These meetings offer a unique opportunity for educational leaders to share best practices, discuss emerging trends, and address common challenges. CASS Neighbours Connects strengthens the network of educational professionals, enabling them to collectively work towards enhancing the quality of education in their respective regions and creating a unified approach to educational leadership.
- ★ To foster a team approach, to coincide with the card and message from the Board of Trustees, the Superintendent sent a congratulatory email to the parents of the winners of the holiday card contest. The email revealed that the talented winners would receive special recognition and a prize for their outstanding contributions to the school community. Details of the winners can be found on agenda item 7.4.

### **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.

- ★ [Sturgeon Public Leadership Norms](#) - consistent norms created for all leaders across the Division.
- ★ The Superintendent held online Professional Growth Plan (PGP) and Team Goal meetings with Principals and Vice Principals in October. These meetings aimed to provide guidance and support for professional development to meet goals, align individual goals with Division objectives, foster collaboration and ensure a cohesive approach to achieving educational excellence within the Division.
- ★ The Division remains committed to nurturing the growth and development of future school leaders by providing access to learning opportunities through the Sturgeon Aspiring Leadership Team (SALT). As a transformative two-year Introduction to School Leadership program, SALT not only acquaints individuals with crucial elements of school leadership but also kindles the aspirations of those who seek to become dynamic and impactful school leaders. Through initiatives like SALT, SPS continues to cultivate a culture of leadership excellence by growing our own future leaders from within.
- ★ On October 5, the Superintendent participated in Read-In Week by attending École Morinville Public School and reading to a Grade 1 French class. This engagement showcases the Superintendent's dedication to promoting learning within the Division and underscores the Superintendent's role in inspiring and nurturing a culture of learning throughout the school community.
- ★ The Vice Principal (VP) Cohort aims to provide valuable support and leadership development to Vice Principals who are in the early stages of their leadership role. Though there was a slight delay in its start, the program is set to commence, catering specifically to those within their first or second year as Vice Principal. Over the course of the next two years, the initiative outlines several key objectives, including enhancing the skills and knowledge of Vice Principals as instructional leaders, fostering a professional learning community that emphasizes collaboration and promoting a balanced approach to professional growth and learning. The learning sessions will cover various aspects of instructional leadership and school management.
- ★ The Beginning Teachers Cohort initiative underscores the importance of effective development programs for beginning teachers, emphasizing the positive impact of induction programs, mentoring, coaching and ongoing professional learning opportunities. These efforts are designed to alleviate isolation, boost perceived efficacy, and enhance

retention rates among new teachers. Furthermore, ongoing professional learning serves to deepen content knowledge and instructional practice. The program spans two consecutive years, covering various essential topics, and includes multiple sessions throughout the year, culminating in an afterschool celebration. The cohort includes all teachers in their first two years of teaching and aligns with the Teacher Quality Standard (TQS). Beginning teachers are assigned a formal mentor in their school and provided release time to work alongside their mentor. The Division also supports all beginning teachers to attend The Beginning Teacher Conference in September. The success of this program will be measured through various means, including surveys, attendance records, release time utilization, observations, conversations, and artifacts created by cohort members, with potential financial support sought through a grant from the Alberta Teachers' Association (ATA). This comprehensive approach underscores the commitment to the professional growth and success of beginning teachers within the SPS community.

### **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.

- ★ Therapeutic Crisis Intervention for Schools - Second Edition - Therapeutic Crisis Intervention for Schools (TCIS). This system helps schools to create a trauma-sensitive environment where students and adults are safe and feel safe, proactively prevent and/or deescalate potential crisis situations with students, manage a crisis situation in a therapeutic manner, and, if necessary, intervene physically in a manner that reduces the risk of harm to students and staff, process the crisis event with students to help improve their coping strategies. The Superintendent read the first 90 pages to prepare for in person training. The Superintendent is learning TCIS alongside Sturgeon Public Staff.
- ★ Deputy Superintendent attended an Alberta Education review of the Program Unit Funding (PUF) grant program.
- ★ Oct. 6: The Superintendent and Deputy Superintendent met with Dr. Emily Milne and Dr. Karen Robson. Alberta Education, MacEwan University, Dr. Emily Milne is leading a research project to uncover insights around course selection and course pathways for First Nations, Métis, and Inuit students in Sturgeon Public Schools. The Division is looking to partner with a fellow rural public school division who is currently working with Dr. Milne to do research around advancing educational equity. Educational equity refers to students' ability to achieve their educational potential and goals irrespective of their personal or social circumstances.
- ★ On behalf of Janet Westworth, President of Sturgeon Teachers ATA Local No. 27, the Superintendent's Office shared an invitation to all Sturgeon Teachers. ATA staff were invited

to attend an important session, hosted by the ATA Local to learn and inquire about the new Professional Code of Conduct, an integral part of the Teacher Quality Standard (TQS). Attendees had the opportunity to enjoy snacks, refreshments and participate in a door prize drawing. They were encouraged to RSVP using the provided link to join this informative event.

### **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.

- ★ New for 2023-2024 - A Division Based Principal Community of Practice created. The Community of Practice will convene four times annually for collaborative learning and sharing among principals and vice principals from various school sites in the Division. These meetings include visits to different schools, discussions on Leadership Quality Standard competencies and opportunities for sharing ideas and experiences, fostering a common vision among educational leaders.
- ★ A community practice meeting was held for Child and Youth Care workers (CYC) and principals, given the recent introduction of CYCs in schools. The gathering was held to discuss the roles and responsibilities of CYCs, the differentiation from Educational Assistants (EAs) and practical aspects of their work, such as working hours and support services.
- ★ The School Grant for Youth information was shared with School Administration Leaders to share with students. The grant offers Canadian youth aged 13 to 19, enrolled in grades 9 to 12, a chance to apply for one of three grant funding levels (\$1500, \$2500, \$3500). This grant program is designed to empower young individuals to spearhead initiatives that promote healthy living within their school communities. These projects must align with one or more of the Public Health Agency of Canada's (PHAC) priorities, which include reducing substance-related harms, advocating for healthy eating and nutrition, encouraging physical activity, and promoting positive mental health and well-being.

### **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.

- ★ On September 28, the Superintendent, Senior Executives, some Central Office staff members, school based leaders, students and members of the Board of Trustees attended Alexander First Nation's Day of Truth and Reconciliation to remember the children and honour their survivors.

- ★ The team has been working to strengthen the reciprocal relationship between Sturgeon Public Schools and KEC. The Director of Education from KEC identified an instructional need for their teachers with Literacy (specifically Fountas and Pinnell Benchmarking). Knowing that, as a division, we are very well versed in this system, we were able to offer a professional learning opportunity for a group of KEC literacy teachers. This opportunity will be offered over two afternoons at Kipohtakaw Education Centre with leadership from our Director of Education Planning, our Curriculum Coordinator, and our Learning Coach from Camilla School. The first session took place on September 20, 2023.
- ★ SPS staff and students had the opportunity to participate in a Susan Sinclair virtual field trip on Métis Harvesting Traditions on October 11, 2023. The session was organized through the Rupertsland Institute, acting as the education affiliate of the Métis Nation of Alberta, which offers an array of authentic Métis resources at no cost.
- ★ At the Alexander First Nation and Sturgeon Public Schools (Education Services team members, SCHS leadership, Camilla leadership and KEC) meeting held on October 13, 2023, several key points were discussed:
  - The Indigenous Knowledge & Wisdom Centre (IKWC) Education Conference scheduled for February 6-8, 2024, in Edmonton.
  - Culture Camps at KEC, with one for elementary students from June 4-7, 2024, and another for junior/senior high students from May 21-24, 2024, in Fox Creek.
  - Alexander Annual Career Fair - November 23, 2023 - 40 SPS students have been invited to attend. This Career Fair at KEC is in partnership with Alexander Employment and Labour Services.
  - Plans for TRC Leadership meetings within Sturgeon Public Schools, and more information regarding TCI Training.
- ★ Call to Action Cohort 2023-2024 - The cohort consists of a lead teacher from each school site, the Indigenous Education Team (including Indigenous EAs). The cohort meets bimonthly to participate in experiential professional learning, planning and collaboration. The first meeting was held on October 23, 2023. The cohort for 2023 / 2024 will be working with Etienna Moostoos-Lafferty. Here is her [youtube channel](#). Etienna is also a PhD candidate at the University of Alberta. Excitingly, we will also be joined by honored guests from Alexander First Nation to offer guidance and advice.
- ★ In preparation for Métis week, scheduled from November 13-17, Jerome Chabot, the Métis Learning Coach for Sturgeon Public Schools and Vice Principal of Bon Accord Community School is available to provide support and resources. He has offered to all schools, assisting with integrating Métis content and perspectives into lessons, offering guidance on authentic Métis resources and addressing any related questions. Additionally, he has offered access to two circulating Métis Learning Kits and will be sharing resources for Métis Week similar to those provided during Truth and Reconciliation Week.



### **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.

- ★ As of October 4, 2023, the [School Capital Manual](#) for the 2023/24 School Year is now accessible on the Alberta Education website, effective September 1, 2023. It has undergone a thorough review to ensure its alignment with current policies and procedures, featuring updates such as improved readability and alignment with the Education Act and department policies. Additionally, the manual now includes information about capital planning funding programs introduced in Budget 2023.
- ★ A Custodian and Caretaker Handbook was created for the first time in the Division, this resource sets new standards for excellence in facility management. The handbook has now been shared with custodial staff and school principals, facilitating effective communication and accountability between schools, custodians and facilities leadership on the standards of expectations for cleaning.
- ★ A Custodian Meeting was held on October 11, 2023, at the SPS Central Office. The meeting brought together all custodians and the facilities leadership team to address budget-related concerns, review the 2023/2024 Custodian and Caretaker Handbook, improve communication and reporting procedures, streamline the inventory ordering process, enhance training and professional development opportunities and foster open discussion for feedback and suggestions. The meeting aimed to ensure effective coordination, informed custodial staff, and efficient facility management within the organization.
- ★ A collaborative approach to reduce costs and enhance snow removal efficiency involves timely clearing by custodial staff and Facilities staff/contractors, coupled with effective communication and emergency preparedness measures. This comprehensive strategy aims to improve the overall process and ensure cost-effective and efficient snow removal operations.
- ★ In response to a time-sensitive initiative aimed at implementing Multi Factor Authentication (MFA) across Sturgeon Public Schools' email communication and remote login systems, a diverse and multidisciplinary team has been assembled to ensure its success. The project's urgency is driven by the need to comply with new requirements related to changing insurance companies, which necessitate swift action to enhance data protection and security. The collaboration of team members with diverse expertise and operational connections will be crucial for the successful execution of this project, contributing significantly to the progress of Sturgeon Public Schools.
- ★ The Alberta School Councils' Association (ASCA), founded in 1929 as an affiliate of the Canadian Home and School Federation, has evolved to promote parent engagement in education. They aim to have a respected and empowered school council in every Alberta

school, fostering engagement at various levels. They provide resources and support to strengthen relationships between parents, teachers, principals, central office personnel and school trustees. ASCA also represents the "parents' perspective" on education matters, gathering input through a resolution process. Sturgeon Public Schools supports ASCA's mission by funding membership for all current school councils in the Division.

- ★ A memo was circulated among Central Office (CO) staff, announcing the closure of CO during the Christmas break. The memo outlined the details and logistics of the temporary closure, ensuring a smooth transition for staff during the holiday season.
- ★ In a significant milestone, the Facility Services team has successfully completed their first inaugural in-house playground audit. The audit process will continue to include each Division school site playground. This accomplishment marks a vital step towards ensuring the safety and well-being of students through comprehensive and efficient playground maintenance.

### **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.

- ★ The Board Chair and Superintendent attended virtually an ASBA - Alberta Education Engagement meeting on October 12. The meeting included an update from the Minister of Education and Assistant Deputy Ministers on key topics outlined in the Minister's [mandate letter](#).
- ★ PSBAA Fall Conference and Annual General Meeting was held in Edmonton from October 18-20, 2023. The Superintendent attended these sessions along with six Trustees.
  - The event on Wednesday evening commenced with greetings from the Honourable Demetrios Nicolaides, Minister of Education. The keynote speaker, the Honourable David Hancock, a Canadian lawyer and former 15th premier of Alberta in 2014, then addressed the audience.
  - The professional learning day on Thursday was led by Glenn Tecker, who discussed aligning governance, operations and culture to support the business strategy of boards.
  - Friday held the Annual General Meeting where members voted on important decisions.
- ★ The Audit Service Plan for Sturgeon Public School Division was presented to the Audit Committee members by MNP. This confidential plan outlines MNP's audit approach, the engagement team, the scope of the audit and the anticipated timeline for deliverables. The



audit will encompass the School Division's financial statements for the year ending August 31, 2023, in compliance with Canadian public sector accounting standards and generally accepted auditing standards.

- ★ The 2023/24 Provincial Achievement Tests (PAT) [General Information Bulletin](#), which includes the administration schedule, is now accessible on Alberta Education's website. Significant changes are in store for the Grade 6 PATs in 2023/24. These tests will now incorporate content from the newly revised Mathematics and English Language Arts and Literature curriculums, aligning with the province's mandatory implementation schedules. The Grade 6 PATs in Social Studies, Science, French Language Arts, and Français, however, will continue to be based on the existing programs of study.
  
- ★ For the 2023/24 academic year, the weighting of diploma exams has been reverted to 30 per cent, marking a shift from the previous year's 20 per cent weighting. Students who either wrote a diploma exam or completed a diploma exam course in the 2022/23 school year may still qualify for the 20 per cent weighting. Detailed information on these special circumstances can be found in the [Diploma Exam Weighting Fact Sheet](#). The 2023/24 Diploma Exam [General Information Bulletin](#) is now available, which highlights key changes for the upcoming school year. Most notably, Alberta Education is introducing a new digital platform for administering diploma exams throughout the 2023/24 academic year. Additionally, the bulletin specifies the exam administration dates for April 2024.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** October 25, 2023 **Agenda Item:** 7.13

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Governance Policy:** [AP315: Volunteers](#)

**Additional Reference:** [Policy 105: Vision, Mission and Values](#)  
[Policy 300: School Decision-Making](#)  
[AP310: Off-Site Activities](#)

**Assurance Domain:** Student Growth & Achievement  
Learning Supports  
Local & Societal

### **Superintendent Leadership Quality Standard (SLQS)**

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

**Subject:** **Administrative Procedure 315: Volunteers**

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#### **Purpose:**

For information.

#### **Background:**

A review of *Administrative Procedure 315: Volunteers* was conducted. This review included the addition of key definitions and clarified the procedure for when a Vulnerable Sector Check is required to ensure greater clarity and consistency.

The purpose of these changes is to provide a clear framework for the involvement of volunteers within our Division and to safeguard the welfare of our students and staff.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

#### **Attachment(s):**

1. Administrative Procedure 315: Volunteers
2. Administrative Procedure 315: Volunteers - Tracked Changes

## **Volunteers**

**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.

### **DEFINITIONS**

**Duty of Care:** shall mean a legal principle which identifies the obligations of individuals to take reasonable measures to care for and to protect all students to an appropriate level or standard. Students are vulnerable by default, however, if they cannot protect, defend, or assert themselves, permanently or temporarily because of age, disability, or circumstances, then that duty becomes more intense and the standard higher.

**Standard of Care:** refers to the degree or level of service, attention, care and protection that one owes another according to the law; usually this is considered with the laws relating to negligence. The required standard varies according to the circumstances of each situation.

**Volunteer:** Shall mean an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

**Vulnerable Sector Check:** shall refer to an enhanced criminal record check. The type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act.

### **PROCEDURE**

1. The school Principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative procedures and shall include the following:

- 1.1 Task descriptions for classroom and out-of-classroom volunteers;
- 1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
- 1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
- 1.4 Method of tracking volunteer activities and hours donated;
- 1.5 Method of recognizing volunteer service.

2. The school Principal shall ensure that volunteers taking part in field trips and in coaching and other responsibilities requiring sole-supervisory responsibility of students will provide the school with a current criminal record check and vulnerable sector verification before the volunteer can be assigned to such activities.

2.1 Ideally, volunteer opportunities shall generally be established to avoid the necessity of vulnerable sector verifications.

2.2 Criminal record check and vulnerable sector verification, if applicable, are to be renewed every three years.

2.3 If a volunteer moves schools within the Division, a new criminal record check and vulnerable sector verification, if applicable, is required.

3. Volunteers shall demonstrate a standard of care, expected in individual circumstances, that is of a reasonable or prudent person.

4. The standard of care shall be continuously utilized including a consideration of the following:

4.1 Performing or responding such that a reasonable person of average judgement, skill and experience, would be expected to do - or not do - under similar circumstances.

4.2 continuously applying a consideration of the risks involved in any situation, given the nature of the activity, the participants, the setting, the availability of support or assistance, and the other relevant factors; and

4.3 Consideration of the consequences of an action - or lack of action - that a reasonable person of average judgement, skills, memory and experience would be expected to foresee.

5. A copy of school level practices will be forwarded to the Deputy Superintendent's office for information.

## **History**

2020 Jan 29 Initial Approval

2023 Oct 25 Amended

## Volunteers

**Responsible Administrator: Associate Superintendent Human Resources**

### PURPOSE

Sturgeon Public Schools recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.

### DEFINITIONS

Duty of Care: shall mean a legal principle which identifies the obligations of individuals to take reasonable measures to care for and to protect all students to an appropriate level or standard. Students are vulnerable by default, however, if they cannot protect, defend, or assert themselves, permanently or temporarily because of age, disability, or circumstances, then that duty becomes more intense and the standard higher.

Standard of Care: refers to the degree or level of service, attention, care and protection that one owes another according to the law; usually this is considered with the laws relating to negligence. The required standard varies according to the circumstances of each situation.

Volunteer: Shall mean an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

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  - 1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
  - 1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
  - 1.4 Method of tracking volunteer activities and hours donated;
  - 1.5 Method of recognizing volunteer service.

2. The school Principal shall ensure that volunteers taking part in field trips and in coaching and other responsibilities requiring ~~sole-supervisory responsibility independent supervision~~ of students will provide the school with a current criminal record check and ~~child security check~~ (~~vulnerable sector verification component~~) before the volunteer can be assigned to such activities.

2.1 Ideally, volunteer opportunities shall generally be established to avoid the necessity of vulnerable sector verifications.

2.2 ~~1~~ Criminal record check and ~~child security checks~~ vulnerable sector verification, if applicable, are applicable are to be renewed every three years.

2.3 ~~2~~ If a volunteer moves schools within the Division, a new criminal record check and vulnerable sector verification, if applicable, and child security check is required.

3. Volunteers shall demonstrate a standard of care, expected in individual circumstances, that is of a reasonable or prudent person.

4. The standard of care shall be continuously utilized including a consideration of the following:

4.1 Performing or responding such that a reasonable person of average judgement, skill and experience, would be expected to do - or not do - under similar circumstances.

4.2 continuously applying a consideration of the risks involved in any situation, given the nature of the activity, the participants, the setting, the availability of support or assistance, and the other relevant factors; and

4.3 Consideration of the consequences of an action - or lack of action - that a reasonable person of average judgement, skills, memory and experience would be expected to foresee.

5 ~~3~~. A copy of school level practices will be forwarded to the Deputy Superintendent's office for information.

## **History**

2020 Jan 29 Initial Approval

2023 October Reviewed



**Date:** October 25, 2023  
**To:** Board of Trustees  
**From:** Janine Pequin, Ward 1  
**Governance Policy:** [Policy 235: Conduct of Board Meetings](#)  
**Subject:** Trustee Report

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**Purpose:**

For information.

**Background:**

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

- Oct. 11 Committee of the Whole
- Oct 12 Ochre Park School Council
- Oct 16 Redwater School School Council
- Oct 17 Discipline Hearing
- Oct 25 Public Board Meeting
- Oct 27 Zone 2/3



**Date:** October 25, 2023  
**To:** Board of Trustees  
**From:** Cindy Briggs, Ward 2  
**Governance Policy:** [Policy 235: Conduct of Board Meetings](#)  
**Subject:** Trustee Report - October

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**Purpose:**

For information.

**Background:**

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

- October 2, 2023 Read In Week at Lilian Schick School and Bon Accord Community School
- October 6, 2023 Meeting with Town of Bon Accord Stakeholder Concern
- October 11, 2023 Committee of the Whole Meeting & Sturgeon County Meeting
- October 18/19, 2023 Public School Boards' Association of Alberta Fall Conference
- October 23, 2023 Lilian Schick School Council and RPA Meetings
- October 24, 2023 Bon Accord Community School, School Council Meeting





**Date:** October 25, 2023  
**To:** Board of Trustees  
**From:** Joe Dwyer, Ward 3  
**Governance Policy:** [Policy 235: Conduct of Board Meetings](#)  
**Subject:** Trustee Report

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**Purpose:**

For information.

**Background:**

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

- October 11 Committee of the Whole Meeting
- October 17 Discipline Committee
- October 17 Camilla School Council Meeting
- October 18 PSBAA AGM
- October 19 PSBAA AGM
- October 20 PSBAA AGM
- October 25 Public Board Meeting
- October 31 Rotary Meetings (October 4,11,18)



**Date:** October 25, 2023  
**To:** Board of Trustees  
**From:** Trish Murray-Elliott, Ward 4  
**Governance Policy:** [Policy 235: Conduct of Board Meetings](#)  
**Subject:** Trustee Report

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**Purpose:**  
For information.

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

- October 5, 2023 Read-In, Sturgeon Heights School
- October 11, 2023 Committee of the Whole Meeting
- October 16, 2023 School Council, Sturgeon Heights School
- October 18, 2023 PSBAA Lois Hole Dinner and Lecture
- October 19, 2023 PSBAA Professional Learning Session
- October 20, 2023 PSBAA Annual General Meeting
- October 23, 2023 School Council, Sturgeon Composite High School
- October 25, 2023 Public Board Meeting



**Date:** October 25, 2023  
**To:** Board of Trustees  
**From:** Stacey Buga, Ward 5  
**Governance Policy:** [Policy 235: Conduct of Board Meetings](#)  
**Subject:** Trustee Report

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**Purpose:**

For information.

**Background:**

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

- Oct 2, 2023 Water Walk with Landing Trail School
- Oct 3, 2023 École Morinville Public School, School Council
- Oct 4, 2023 Read-In-Week at École Morinville Public School
- Oct 10, 2023 SPVA/MLS/SLC School Advisory
- Oct 11, 2023 Committee of the Whole Meeting
- Oct 12, 2023 Four Winds Public School, School Council
- Oct 16, 2023 ATA Negotiations
- Oct 17, 2023 Discipline Committee
- Oct 18-20, 2023 PSBAA
- Oct 25, 2023 Public Board Meeting
- Oct 27, 2023 Zone 2/3 Meeting (online)
- Oct 30, 2023 Four Winds Public School Celebration of Thelma Chalifoux
- Oct 30, 2023 ASBA Speaker's Corner with RMA



**Date:** October 25, 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**

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#### **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 October 11, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Administrative Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. Unapproved Minutes of the Meeting - October 11, 2023 (To be brought forward for approval at the November 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, October 11, 2023, at 9:00 a.m.

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### Attendance:

\*Irene Gibbons, Board Chair

*left meeting at 12:05 p.m.*

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

*left meeting at 12:05 p.m.*

Lisa Lacroix, Associate Superintendent, Human Resources

*left meeting at 12:05 p.m.*

Ruth Kuik, Acting Associate Superintendent, Corporate Services

*left meeting at 12:05 p.m.*

Steven Holkham, Director, Facility Services

*left meeting at 9:57 a.m.*

Michelle Wilde, Recording Secretary

*left meeting at 12:05 p.m.*

### External Members:

\*Benji Waser, MNP

*left meeting at 9:37 a.m.*

\*Heather May, Audit Committee Member

*left meeting at 9:37 a.m.*

Niels Jensen, Audit Committee Member

*left meeting at 9:41 a.m.*

*\*Attended meeting virtually*

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## 1. Call to Order

Trustee Briggs called the meeting to order at 9:00 a.m.

## 2. Approval of the Agenda

Moved by Trustee Gibbons that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

## 3. Approval of the Committee Minutes

Moved by Trustee Buga that the Board of Trustees accept the Committee Meeting Minutes of September 13, 2023, as presented.

**CARRIED UNANIMOUSLY**

## 4. Subject Matter Experts Information

**4.1 Audit Service Plan:** Audit Committee members were introduced. The only attendees for the fraud portion, the in-camera portion, of this agenda item were the Board of Trustees and external members.

Moved by Trustee Oatway-McLay to move in camera at 9:30 a.m.

**CARRIED UNANIMOUSLY**

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 9:34 a.m.

**CARRIED UNANIMOUSLY**

*Senior Executives, Subject Matter Experts and Recording Secretary re-entered the meeting.*

**Comments and Questions by the Committee:**

- Trustee Murray-Elliott asked if the cost of the audit is similar to last year's audit?
  - The base fees were similar.
- Trustee Murray-Elliott expressed concerns about the ARO.
- Trustee Pequin thanked the two external audit committee members for attending.

**4.2 Capital Projects Review:** Steven, Holkham, Director, Facility Services, provided an update on the Capital Projects.

- Drainage work at Camilla is going well.
- Roofing projects are complete.
- Landing Trail Demolition of Modular has begun.
- LED Lights are on backorder.

**Comments and Questions by the Committee:**

- Trustee Pequin inquired about when the Redwater School Modular Demolition will begin?
  - Facilities Director - Will look into the Redwater School Modular Demolition and report at the next Committee of the Whole meeting.
- Trustee Briggs asked about deficiencies reported for the LED upgrades?
  - The Facilities Director explained the backorder of lights and replacing of damaged ceiling tiles.

**4.3 Winter Season and Snow Removal:** Steven, Holkham, Director, Facility Services, reported on the 2023-2024 winter season and snow removal. Ruth Kuik, Acting Associate Superintendent, Corporate Services, provided a verbal financial summary of the 2022-2023 snow removal cost breakdown by school.

- There are two contractors that the Facilities Director will be meeting with to discuss the scope and details of the agreement.
- Custodians will be meeting to discuss their role in snow removal.

**Comments and Questions by the Committee:**

- Moving forward Facilities will review and put out RFP to ensure competitive

interest in snow removal.

- Facilities will work on reviewing snow removal over the year.
- Automated snow cleaners for school custodians.
- BACS has snow blowing in from fields creating problematic snow drifts. The Facilities Department is looking at snow fence options.

**4.4 Insurance Update:** Ruth Kuik, Acting Associate Superintendent, Corporate Services, provided an update on insurance.

- The SPS team was able to complete the required documentation for ARMIC in the two week timeframe.
- Report was submitted on Friday, October 6th and the Division is waiting for Marsh to review and bring back the findings.

*Meeting recessed for break at 9:57 a.m.*

*Meeting resumed at 10:32 a.m.*

**4.5 Retention Rates (Grade 9 to Grade 10):** Shawna Warren, Superintendent, provided information on retention rates from Grade 9 to Grade 10.

- Information shared is dated - based on 2022 information.
- Software information does not contain any local knowledge. Does not take into account current or future residential development.
- Reviewed assumptions of the following:
  - Reviewed birth rates.
  - Reviewed net impact of youth migration rates.
  - Reviewed capture rates.
  - Reviewed historical enrolments and enrolment projections.

**Comments and Questions by the Committee:**

- Trustee Dwyer - amazed that only 50% of the students within the Division Boundary actually attend a Sturgeon Public School.
- Trustee Dwyer - Possible growth of +400 more students in the future, will SPS have the capacity?
- Trustee Pequin - Redwater and Ochre Park registrations have decreased, this is concerning.
- Superintendent Warren- Board will need to look into future planning.
- Trustee Oatway-McLay- To confirm, these numbers are students within the Division Boundary only?
- Trustee Oatway-McLay- who are the Sturgeon Valley developers, we should find out as this information would be good to know?

**4.6 Lionsheart Education Centre Update:** Jonathan Konrad, Deputy Superintendent, Education Services brought forward an update on the Lionsheart Education Centre.



- Trustee Briggs brought this to the attention of the Senior Executive.

**Comments and Questions by the Committee:**

- Trustee Briggs - requested clarification of the Education Act where it states the definition of a resident student.
- Trustee Murray-Elliott - are these students currently funded?
  - Superintendent - we are working with Alberta Education.
- Trustee Buga - Admirable that our Division is trying to work with this Community.
- Trustee Buga - Frustrating that there are students in need unable to access school but is proud of the Division that the Senior Executive continues to pursue this situation.

- 4.7 TBAC Chair and Next Meeting:** Lisa Lacroix, Associate Superintendent, Human Resources, requested direction from the Board of Trustees regarding the Chair and next meeting for the Teacher Advisory Board Committee (TBAC)

**Comments and Questions by the Committee:**

- Trustee Murray -Elliott- who is on the committee?
  - Superintendent confirmed that Trustee Pequin, Trustee Oatway-McLay and Trustee Murray-Elliott are on the committee.
- Trustee Oatway-McLay - volunteered to be chair and was appointed.
- Associate Superintendent, Human Resources - The only item on this agenda is the 2025-2026 calendar.
- Trustee Pequin - Could the meeting be virtual?
- Trustee Oatway-McLay - Suggested scheduling the meeting after Committee of the Whole in January if that is possible.

- 4.8 General Employment Conditions (GEC):** Lisa Lacroix, Associate Superintendent, Human Resources, brought forward revisions to the General Employment Conditions.

- Review to eliminate the carry forward of vacation days approval by the Superintendent. Maximum of 5 days used before Dec. 31 of the calendar year.
- 3.6 Leave of absence with full pay for Crisis Intervention Team Deployment recovery
- HSA 5.6 - increasing the amount to match the CUPE Agreement amount \$37.50 p/m.
- GEC to be brought to the October Public Board meeting.

**Comments and Questions by the Committee:**

- Trustee Oatway-McLay - how often do we have a 3.6 situation in the division?
  - Deputy Superintendent - Low number of days in a year, these are exceptional events.
- Trustee Briggs - Very gray area.

- Superintendent - Gray in the agreement but this would align with the practice across the Division. The Division has very clear practice guidelines for the deployment of our Crisis Intervention Team.
- Trustee Briggs - Are GEC employees paid more compared to CUPE employees?
  - Associate Superintendent, Human Resources - cannot compare the two groups.
- Associate Superintendent, Human Resources - This will need to come to the October Public Board meeting. Can we confirm what should be brought forward?
  - Trustee Buga - leave all three points in for the October Public Board meeting.

**4.9 AP315 - Volunteers:** Lisa Lacroix, Associate Superintendent, Human Resources brought forward changes to the Administrative Procedure 315 - Volunteers regarding Vulnerable Sector Checks. Vulnerable Sector Checks are only required if the volunteers are alone with a student.

**Comments and Questions by the Committee:**

- Trustee Murray-Elliott - Currently volunteers are required to complete a record check every three years, is this a suitable amount of time between record checks?
- Trustee Buga - How often are support staff required to complete a record check?
  - Associate Superintendent, Human Resources responded upon hiring and only teachers are required to complete every five years as per the new legislation.
- Trustee Oatway-McLay - Support Staff only required when hired. Why the discrepancy?
  - Associate Superintendent, Human Resources - it would be at the will of the Board if there is to be a change.
  - Associate Superintendent, Human Resources - Division pays for staff criminal record checks when follow up record check is required by legislation.
- Trustee Pequin - What is left alone?
  - Deputy Superintendent - Clarified with principals, need to clarify roles and responsibilities of volunteers. If 1x1 with students and/or groups then a vulnerable sector check needs to be done.

## 5. Recurring Business

### 5.1 ASBA

Trustee Pequin shared registration for the Fall General meeting is open.

### 5.2 PSBAA

Trustee Murray-Elliott provided an update:

- Posted to Google Drive Franklin Covey notes from Sept 29, 2023, Leadership through Whirlwind and Uncertainties.
- Fall Conference and AGM is the week of Oct 16-20.

#### 5.2.1 Standards of Special Education

- The Ministerial Order created in 2004 was shared and the Superintendent encouraged the Board to read all comments provided by the Superintendent and the Learning Services Team.
- Trustee Buga - Charter schools are excluded from these standards.

*Trustee Pequin left the meeting at 11:31 a.m. and returned at 11:33 a.m.*

#### 5.2.2 Position Statements

- Change to the Bylaw wording.
- There will be elections held and a number of PSBAA executives will be stepping down. Is there anyone we want to see on the executive board?

### 5.3 Upcoming School Events/Trustee Attendance

Trustees reviewed upcoming school events.

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

*Meeting resumed at 12:35 p.m.*

### 5.4 Monthly Trustee Budget Financial Report

The Board was provided a report on the current budget standing for the 2023-2024 school year. Discussion ensued. The Board would like to see the percentage added back in the report - where their spending should be at.

## 6. Committee Matters

### 6.1 Premier's Mandate Letter

The Board discussed the letter and the role of the Board in the letter.

### 6.2 Budget Discussions - Events

The Board provided direction for events for the 2023-2024 school year.

**6.3 Holiday Card Artwork - Select Winners**

Artwork reviewed and winners chosen for each category. Winners will be announced at the October Public Board meeting.

**6.4 Policy 235 - Conduct of Board Meetings**

The Board reviewed suggested changes to Policy 235 - Conduct of Board Meetings. Discussion ensued. Policy 235 will be forwarded to the October Public Board meeting.

**7. Board Strategic Work Plan**

**7.1 Example: 2023-2024 Board Strategic Plan**

Item moved to the October Public Board meeting for discussion.

**8. Governance**

**8.1 Trustee Handbook Review - 2023-2024**

Item moved to the October Public Board meeting for discussion.

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

Item moved to the October Public Board meeting for discussion.

**9. In Camera:**

Moved by Trustee Oatway-McLay to move in camera at 2:58 p.m.

**CARRIED UNANIMOUSLY**

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 3:05 p.m.

**CARRIED UNANIMOUSLY**

**11. Adjournment**

Trustee Briggs adjourned the meeting at 3:21 p.m.

**Next meeting:** Wednesday, November 15, 2023, at 9:00 a.m. **(FULL DAY)**



**Date:** October 25, 2023 **Agenda Item:** 10.1  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Governance Policy:** [Policy 225: Role of the Board](#)  
**Additional Reference:** General Employment Conditions  
**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

Building Effective Relationships  
School Authority Operations and Resources  
Supporting Effective Governance

**Subject:** **General Employment Conditions**

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**Purpose:**

For approval. Motion required.

**Recommended Motion:**

THAT the Board of Trustees approve the changes to the General Employment Conditions as presented at the October 25, 2023, Public Board meeting.

**Background:**

A review of the General Employment Conditions has been conducted by Administration. The majority of these modifications are of an administrative nature designed to enhance the clarity and functionality of the existing document.

The Division's Emergency Response Plan, on occasion, requires the activation of the Crisis Response Team. This team plays a pivotal role in responding to critical incidents which demand immediate attention such as death or personal injury, or natural disasters. This team provides immediate, short-term intervention and support for SPS students, families and/or staff. The emotional and physical toll on its members is considerable. In recognition of this, Administration proposes the introduction of Article 3.6 which permits the staff member to take a paid day off immediately following their involvement in the Crisis Response Team response provided it is a scheduled day of work. This addition aligns with the Board's commitment to maintaining a safe, caring and welcoming environment for all staff and aligns with other Division Collective Agreements.



Article 5.6 introduces an increase in the Health Spending Account allocation raising it from \$30 per month to \$37.50 per month. This change will bring the General Employment Conditions staff in alignment with other support employees within the Division.

Often, due to project demands and the need to minimize disruptions to staff and students, 12-month employees are unable to utilize their vacation during the summer months or other natural breaks in the operational school year. Currently, all vacation days must be utilized by August 31, with any unused days being paid out or requiring approval by the Superintendent to carry days forward to the new school year. To address this, proposed changes to Article 7.5.2 would allow 12-month employees to carry forward up to 5 unused vacation days if their work circumstances prevent them from taking their accumulated leave prior to August 31. It is important to note that these carried-forward days must be utilized by December 31 of the same calendar year and must be approved by their direct supervisor.

These proposed changes aim to enhance the well-being and working conditions of SPS staff.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

**Attachment(s):**

1. General Employment Conditions



GENERAL  
EMPLOYMENT  
CONDITIONS





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# 1.0 General Provisions

## **Definitions**

### 1.1 Full Time Employees

1.1.1 Twelve-Month Employee: an employee who is employed on a continuous basis for twelve (12) months per school year and works all hours per day as defined in 1.6.

1.1.2 Eleven-month Employee: an employee who is employed for eleven (11) months per school year and works all hours per day as defined in 1.6.

1.1.3 Ten-Month Employee: an employee who is employed for ten (10) months per school year and works all hours per day as defined in 1.6.

### 1.2 Part Time Employee

Is an employee who is hired for regularly scheduled shifts and whose hours of work are less than those specified in section 1.6 “Hours of Wwork” or who works less than all days per school year as defined in 1.1.

### 1.3 Term Employee

These include fixed term contract positions assigned at the discretion of the Superintendent for which there is a definite end date.

### 1.4 Casual Employee

Is an employee who is paid hourly and is employed on a periodic as-needed basis. A casual employee shall not have rights to benefits, promotion, transfer, layoff, or the Local Authorities Pension Plan.

### 1.5 Probationary Employee

Is an employee in any full time or part time position in the first 90 days of employment. During the probationary period, an employee may be terminated at any time and for any reason and shall not have any recourse.

### 1.6 Days and Hours of Work

#### 1.6.1 Hours of Work

Hours of work will be one of the following:



1.6.1.1 Eight hours (8) per day, forty (40) hours per week

1.6.1.2 Seven hours (7) per day, thirty-five (35) hours per week

1.6.2 Ten-Month Employees work all the days worked by school-based employees. They receive the Spring Break, unless otherwise adjusted by mutual agreement between the employee and the supervisor. Their last day of work for the school year is the last day of work for school-based employees. Their first day of work is determined by adding the number of days required to reach 215 work days ~~{to total up with school operation days and including statutory general holidays for the school year}, and these days are worked immediately prior to commencement of the work year for school-based employees.~~ Health Professional staff total days inclusive of statutory general holidays is 210 days per school year.

1.6.3 Eleven Month Employees work a total of 222 work-days inclusive of statutory general holidays or 240 days inclusive of statutory general holidays per school year. The schedule is created by the Director Facilities and provided to the employees on the first day of work in August of each school year for the Custodial staff. ~~The Finance Director shall create the schedule for the Business Managers by the end of June of each school year for the upcoming school year.~~ Eleven Month Employees may not work during the Division Operational Calendar's Christmas break.

1.6.4 Time in lieu

Time in lieu will be earned and compensated in compliance with Alberta Employment Standards and as per Administrative Procedure-Practice 445 - Time-in-lieu: Central Office Staff GEC.

## 1.7 Increments

Increments shall be paid only upon the approval of the Superintendent contingent upon a favorable evaluation report from the employee's immediate supervisor. Employees may be eligible for an increment on the first day of the month following their anniversary date of employment in that position, provided the employee has worked a minimum of 190 days since the previous increment. If an employee is on any type of extended leave, the anniversary will be adjusted, and a new anniversary date will be established.



## 2.0 Sick Leave

The entitlement per day will be based on the number of hours worked per day at the time of the accident, sickness or disability.

2.1 Sick leave will accrue on a monthly basis at a rate of 1.5 days per month, to a maximum of 18 days per year, accumulative to a maximum of seventy-five (75) ~~work days~~workdays.

2.1.1 ~~Accruals~~Accrual for part time employees will be ~~prorated~~pro-rated.

2.2 Sick leave, with pay, shall be granted to an employee for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness, or disability based on hours worked.

2.3 An employee granted sick leave shall be paid for the period of such leave at their basic rate of pay. The number of sick days paid shall be deducted from their accumulated sick leave, up to the amount of hours accumulated at the time the sick leave commenced.

2.3.1 After ninety (90) calendar days of continuous medical disability, if the employee qualifies based on [Alberta School Employee Benefits Plan \(ASEBP\)](#) approval, the Extended Disability [Benefit](#) plan shall take effect and no further sick leave shall be paid.

2.4 The Employer may require a medical certificate for any absence due to illness exceeding ~~twreeo~~ (32) days to be submitted to Human Resources. The Employer is entitled to require an independent examination of an employee by a doctor or dentist at any time and at its discretion.

2.5 Sick leave credits will not be accumulated during the time that an employee is in receipt of Extended Disability Benefits or leave of absence without pay greater than thirty consecutive calendar days.

## 3.0 Leaves of Absence

These provisions apply to all employees, excluding casual employees, upon application by the Employee and approval of the Employer.

3.1 Leave necessitated by the critical illness or death of a spouse, child, parent, brother, sister, parent of spouse, son-in-law, daughter-in-law, stepchild, foster child currently living in the employee's household or relation who is a member of



the employee's household shall be granted with full salary by the Employer as follows:

3.1.1 Up to and including four (4) days for critical illness;

3.1.1.1 The Employer may require a medical certificate (as per Clause 2.3) at its discretion.

3.1.2 Up to and including four (4) days in the event of death.

3.2 Up to two (2) days in the event of the death of a grandparent, grandchild, grandparent of spouse, grandchild of spouse, brother-in-law or sister-in-law.

3.3 Leave with pay will be granted for up to one (1) day in the event of the death of an uncle or aunt.

3.4 In the event of a death of a relative referred to in 3.1 or 3.2 or 3.3 who resided further than five hundred (500) kilometers from the employee's home, one (1) additional day will be granted for travel.

3.5 Temporary leave of absence shall be granted as follows:

3.5.1 With pay:

3.5.1.1 Upon the recommendation of the employee's supervisor for days on which the employee is unable to reach the workplace from his or her residence because ~~of inclement weather~~ ~~impassable roads~~ of inclement weather and in accordance with Administrative Procedure 730: Sturgeon Public Schools Employee Absences/Leaves – All Staff;

3.5.1.2 For one (1) day to attend convocation at the post-secondary institution at which the employee or the employee's son, daughter or spouse is receiving a degree/diploma/certificate;

3.5.1.3 For one (1) day for the adoption of a child;

3.5.1.4 For one (1) day of paternal leave in the event of a birth;

3.5.1.5 For one (1) day for personal reasons. Upon approval of the immediate supervisor, unused days may be accumulated to a maximum of two (2) days;



- 3.5.1.6 For jury duty or any summons related thereto provided that the employee remit to the Employer any stipend (excluding allowances and/or expenses set by the court or other body);
- 3.5.1.7 For one (1) day for serving as a pallbearer;
- 3.5.1.8 For one (1) day in order to write an examination in an academic or professional course;

3.6 Employees who are required to participate in the deployment of the Crisis Response Team shall be granted, with full salary by the Employer, one operational day immediately following the completion of the deployment if this is a regularly scheduled day of work.

~~3.63.7~~ Additional leaves of absence may be granted by the Employer, with or without pay, at the discretion of the Employer.

~~3.73.8~~ All leaves shall be reported on Employee Self Service.

~~3.83.9~~ An employee may use up to five (5) days of her/his accumulated sick leave per school year in order to attend to the medical needs of her/his sick child, spouse, parent or other individual who resides in the employee's household.

## 4.0 Maternity and Parental Leave

4.1 Employees are entitled to maternity leave if they have been employed with the Division for at least ninety (90) calendar days. Maternity leave shall be granted under conditions specified below:

4.1.1 Subject to the Employment Standards Code, the maternity leave will begin at the discretion of the Employee. The Employee shall, whenever possible, notify the Employer of leave requirements six (6) weeks' in advance of the first date of leave. Such notice shall include the intended commencement date and the intended date of return. When possible, the commencement of the leave and the return to work shall be at natural breaks in the school year.

4.1.2 Maternity leave shall be unpaid for a maximum of sixteen (16) weeks.

4.1.3 The Employee may access unpaid parental leave for an additional sixty-two (62) weeks.



4.1.4 The Employee may terminate the leave at any time. The Employee shall give the Employer no less than four (4) weeks' notice, in writing, of the intended date of return.

4.1.5 The Employee shall provide a statement from her physician or Alberta-Certified midwife certifying she is pregnant and ~~giving~~ the estimated date of delivery.

4.1.6 Maternity leave shall be without pay except as provided in clause 4.1.7.

4.1.7 At the commencement of maternity leave, the Employee, providing she has at least twelve (12) months continuous employment at the time of commencement of the maternity leave, shall be eligible for one of the following options:

4.1.7.1 If the absence begins prior to twelve (12) weeks before the estimated date of delivery and continues without return to work, the Employee shall be placed on sick leave until such point as the Employee is eligible to apply for Extended Disability Benefits ([EDB](#)) with Alberta School Employee Benefit Plan ([ASEBP](#)). The sick leave may be paid or unpaid dependent on the sick leave balance for the Employee at the time of the absence. The Employee shall provide a medical certificate indicating that she is unable to work because of a medical condition.

4.1.7.2 If the absence begins within twelve (12) weeks before the estimated date of delivery or on the date of delivery, the Employee shall choose either (a) or (b). Such choice shall apply until the Employee returns to work after the delivery.

(a) The Employee may access sick leave entitlement with pay as per clause 2.2 for the period of illness or disability;

(b) The Employer shall implement a supplementary unemployment benefits plan which shall provide Employees on maternity leave with 100% of their salary during the first eighteen (18) weeks of leave if approved for and receiving Employment Insurance benefits.

4.2 The Employer shall pay their portion of the employee's benefit plan premiums specified in Article 5 of this document during the paid illness or disability portion of their maternity leave.



4.3 An Employee returning from maternity leave shall be returned to a position no less favorable than her position at the time of the commencement of the leave.

#### 4.4 Parental Leave

4.4.1 The Employer shall grant parental leave to the Employee if they have been employed by the Division for a minimum of ninety (90) calendar days in the following circumstances:

4.4.1.1 a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks after the child's birth;

4.4.1.2 in the case of an adoptive parent, a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks after the child is placed with the adoptive parent for the purpose of adoption;

~~4.4.1.24.4.1.3~~ 4.4.1.3 The date for return to work shall be mutually agreed between the Employee and the Employer prior to the commencement of this leave.

4.4.2 If both parents are Employees, the parental leave may be accessed entirely by one of the parents or shared between the parents. However, the Employer is not required to grant personal leave to more than one Employee at a time.

#### 4.4.3 Notice of Parental Leave

4.4.3.1 An Employee must give the Employer at least six (6) weeks of notice of the date the Employee will start parental leave.

4.4.3.2 Employees who intend to share parental leave must advise the Employer of their intention to share parental leave.

#### 4.4.4 Notice of Resumption of Employment

4.4.4.1 An Employee who wishes to resume working on the expiration of a maternity leave or a parental leave shall give the Employer at least four (4) weeks written notice of the date on which the Employee intends to resume work and, in no event not later than



four (4) weeks before the end of the leave period to which the Employee is entitled, or four (4) weeks before the date on which the Employee has specified as the end of the Employee's leave period, whichever is earlier.

4.4.4.2 Where an Employee is entitled to resume work under this Article, the Employer must (a) reinstate the Employee in the position occupied when maternity or parental leave started; or (b) provide the Employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the Employee when the maternity or parental leave started.

4.4.4.3 An Employee who does not wish to resume employment after maternity or parental leave must give the Employer at leave four (4) weeks written notice of intention to terminate employment.

4.4.4.4 Notwithstanding the foregoing, when staff reduction or program elimination is necessary, the Employer may place the Employee in a position of comparable nature at not less than the same wages and other benefits that had accrued to the Employee to the date that the leave commenced. With respect to staff reduction or program elimination, the Employee shall not have any advantage nor suffer any disadvantage as a result of having been on leave.

## 5.0 Payroll and Health Plan Benefit Deductions

5.1 The Employer agrees to make payroll deductions and to forward the proceeds to the proper authorities for the following purposes: group health, life insurance, dental, vision, and pension plans. The percentage of premiums payable by the Employer for those hired on a part time basis shall be ~~prorated~~ pro-rated.

### Health Care Benefits

5.2 Participation in the Employer approved Health Care Benefit Program shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration. Benefits included are: Life, Extended Disability Benefits, Dental, Extended Health Care, and Vision.





5.2.1 The Employer shall pay 92% of the cost of premiums for the life insurance and extended disability plans that are in place.

- 5.3 Participation in the Employer approved Extended Health Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three (3) months duration. An employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 92% of the cost of the Extended Health Care plan premium.
- 5.4 Participation in the Employer approved Employee Dental Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration. An employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 92% of the cost of the premium.
- 5.5 Participation in the Employer approved Employee Vision Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration. An employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 92% of the cost of the premium.
- 5.6 The Employer shall provide for each employee, working twenty (20) hours or more per week in a permanent position or a temporary position greater than three (3) months duration, a Health Spending Account that adheres to Revenue Canada requirements.

The Health Spending Account shall be \$37.5030 per month, pro-rated if less than full-time. The account shall be used for the benefit of the eligible employee, the employee's spouse and his/her dependents.

### **Local Authorities Pension Plan**

- 5.7 Participation in the Local Authorities Pension Plan, subject to eligibility requirements and following the Local Authorities Pension Plan agreement with the Employer, shall be a condition of employment. The Local Authorities Pension Plan agreement with the Employer commences upon permanent employment providing the employee works at least 30 hours per week.



## 6.0 General and Declared Holidays

6.1 All employees are entitled to the following general and declared holidays provided the relevant provisions of the Employment Standards Regulations are met:

General

Declared

- New Year's Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Alberta Family Day

- Easter Monday
- Civic Holiday
- Boxing Day

6.2 The operational year for Central Office ~~and Maintenance~~ employees shall be established by the Superintendent and communicated on an annual basis to all Central Office ~~and Maintenance Department~~ employees. The following shall apply:

6.2.1 That regardless of such holiday requirements included in clause 6.1, the Central Office will be open on all days that are operational school days and, on all days when school offices must be open, as approved by the Employer.

6.3 When a general holiday falls on a Saturday or Sunday an employee is thereby entitled to a day off in lieu of the holiday, and the Superintendent shall designate the day which shall be provided to the employee in lieu of the general holiday.

6.4 If a general holiday falls on a Tuesday or a Thursday, the Central Office will be closed on the immediately preceding Monday or following Friday respectively if these are not school operational days. The additional declared holiday shall apply to all regular employees who are subject to these General Employment Conditions.

6.5 Ten-Month Employees are eligible for statutory-general holidays as per the Alberta Employment Standards Code. They receive the same Christmas Break as school-based employees.



## 7.0 Vacations

7.1 The Employer provides annual vacation or vacation pay to all employees in accordance with Provincial legislation, and Division Policies/Administrative [Practices-Procedures](#) the latter which may be amended from time to time by the Employer.

### 7.2 Vacation – Twelve-Month Employees

7.2.1 Earned in each of years one [1] through eight [8] of continuous service - 1.25 days for each month of service to a maximum of fifteen [15] days per year

7.2.2 Earned in each of years nine [9] through fifteen [15] of continuous service - 1.67 days for each month of service to a maximum of twenty [20] days per year

7.2.3 Earned in each of years sixteen [16] through twenty-five [25] of continuous service - 2.08 days for each month of service to a maximum of twenty-five [25] days per year

7.2.4 After completing twenty-five (25) years of continuous service - 2.5 days for each month of service to a maximum of thirty [30] days per year

### 7.3 Vacation Pay – Ten-Month Employees and Hourly Paid Staff

7.3.1 Upon commencement, during first eight (8) years of service 6%

7.3.2 After completing eight (8) years of service 8%

7.3.3 After completing fifteen (15) years of service 10%

7.3.4 After completing twenty-five (25) years of service 12%

7.4 In situations of critical recruitment initiatives, the Superintendent may authorize variance from the provisions of either 7.2 or 7.3, without creating precedent for current or future employees.



## 7.5 Vacation Regulations

7.5.1 An employee shall not take vacation without prior written authorization from the appropriate supervisor.

7.5.2 Vacation shall be taken during the year in which it is earned. The vacation year runs from September 1 to August 31<sup>st</sup>.

A maximum of five (5) vacation days may be carried forward to the following vacation year if work duties prevent the employee from utilizing all vacation days in the current vacation year. Carried forward days must be utilized by December 31<sup>st</sup> of the current calendar year.~~upon the written approval of the Superintendent under exceptional circumstances.~~

7.5.3 An employee is entitled to use the number of days accumulated at any point in the year, subject to operational requirements.

7.5.4 If a paid holiday falls, or is observed, during an employee's vacation period, he/she shall be allowed an additional vacation day for each such holiday.

7.5.5 An employee earns vacation as follows:

7.5.5.1 During all days worked (including earned vacation leave).

7.5.5.2 While on sick leave for up to sixty (60) consecutive working days.

7.5.6 An employee shall not be paid cash in lieu of vacation earned except upon termination or as provided in a formal written contract of employment with the Employer.

7.5.7 All vacation days taken shall be reported in Employee Self Service.



**Date:** October 25, 2023 **Agenda Item:** 10.2

**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**

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**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 October 25, 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 meetings on September 13, 2023, and October 11, 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 October 25, 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 Procedures 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. Before each Board meeting, the Board Chair and Vice Chair shall confer with the Superintendent on the items to be included on the agenda, the order of the items and to become familiar with the items.
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. Any group or individual who wishes to appear before the Board to make a presentation to or a request of the Board will first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division procedures related to the presentation topic and determine what other assistance may be available through the administration. If after meeting with the administration an appearance before the Board is still desired;

13. Any appointments made with the Board by delegations and/or by individual stakeholders 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 and/or individual stakeholders 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 reserves the right to determine whether the delegation will be heard by the Board. For matters clearly within the mandate of the Board, the Board Chair, in consultation with the Superintendent of Schools, will make appropriate arrangements for the delegation to be heard.
    - 13.1.2 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 “Presentations/Delegations”.
- 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 “Presentations/Delegations” 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 14.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

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

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

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

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

14.3.4 labour relations or employee negotiations,

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

14.3.6 the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.

14.3.7 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
    - 21.1.1 Individual students; or
    - 21.1.2 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 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. 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 may 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.

32. Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
33. Advances will not be paid to cover any approved expenses.
34. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
35. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.
36. A Division credit card will be provided to the Board Chair upon request.
  - 36.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
37. Approved expenses are found in Appendix D.
38. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy
39. 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.
40. Approved expenses will be paid at the following rates:
  - 40.1 Actual distance traveled in Alberta in the Trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.
  - 40.2 Actual voucher expenses for travel incurred by means other than the use of the Trustee's vehicle – receipts required.
  - 40.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.
  - 40.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.
41. 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.
42. 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) for the duration of their term. 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

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

2023 Oct 25 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

## **Policy 235**

# **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

# Policy 235

## 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

# Policy 235

## APPENDIX D - Trustee Remuneration

### Trustee Remuneration

Chair \$22,536

Vice Chair \$21,511

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

Professional Development (7x3,143) \$22,001

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.

## **Policy 235**

### **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.
  - 2.1 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. Before each Board meeting, the Board Chair and Vice Chair shall confer with the Superintendent on the items to be included on the agenda, the order of the items and to

become familiar with the items.

~~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

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. Any group or individual who wishes to appear before the Board to make a presentation to or a request of the Board will first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division procedures related to the presentation topic and determine what other assistance may be available through the administration. If after meeting with the administration an appearance before the Board is still desired;

~~9.13.~~ Any appointments made with the Board by delegations and/or by individual stakeholders 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~~ 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 and/or individual stakeholders 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 reserves the right to determine whether the delegation will be heard by the Board. For matters clearly within the mandate of the Board, the Board Chair, in consultation with the Superintendent of Schools, will make appropriate arrangements for the delegation to be heard.

134.1.1 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.~~

134.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category “Presentations/Delegations Appointments”.

134.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

134.4 The total duration of the “Presentations/Delegations 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.

134.5 Speakers shall address their comments to the Board Chair.

134.6 Should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

134.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

134.8 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.

134.8.1 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.

134.9 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:

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.

1. 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 14.6, should a speaker utter comments that are disruptive, or negatively impact any person or entity, the speaker will be removed from the meeting.

2. 14.3 Questions or Comments with respect to the following issues will not be permitted:

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

i.

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

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



- 14.4 labour relations or employee negotiations,
  - 14.5 a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting The Sturgeon Public School Division, or
  - 14.6 the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
- ii. 14.7 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

~~11.15. 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. 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.~~

~~1.~~

### 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.

~~13.16.~~

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.

~~14.17.~~

~~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~~ 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:

~~214.1~~ Personnel; either

~~214.1.1~~ Individual students; or

~~214.1.2~~ Individual employees;

~~214.2~~ Matters relating to negotiations;

~~214.3.~~ Acquisition/disposal of real property;

~~214.4.~~ Litigation brought by or against the Board;

~~214.5.~~ 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.~~

~~25-29.~~ Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

~~26-30.~~ 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](#)).

~~27. A maximum of six Trustees may attend a meeting of the Board by electronic means.~~

~~28. The Board Chair or designate must be physically present in the meeting room.~~

~~29. All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.~~

~~30-31. 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)~~

~~31-32.~~ **30.** - 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.

~~32-33.~~ **31.** 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 ~~may~~ 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.

34. ~~32.~~ Approved expenses incurred by Trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.

35. Advances will not be paid to cover any approved expenses.

36. Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.

37. All expense reimbursement claims must be on an individual Trustee basis other than expenses incurred pursuant to Guideline 2.6.

38. 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.

39. Approved expenses are found in Appendix D.

40. Approved expenses will be reimbursed at the rates set out in Appendix D applicable to this policy

41. 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.

42. 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.

43. 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.

44. 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) for the duration of their term. 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  
2023 Oct 25 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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Policy 210 Electoral Wards - recommendation to move to Appendix under Policy 235

## 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

Commented [1]: Embedded into Policy 235

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

#### **Exhibit**

#### **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~~) \$23,800 \$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.

#### **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 ~~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.



## 235: Conduct of Board Meetings

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### 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

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## **Policy Handbook II. School Board Governance and Operations**



# **235: APPENDIX A - Sturgeon Public Schools Board Organizational Meeting Agenda**

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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

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**Policy Handbook II. School Board Governance and Operations**



# 235: APPENDIX B - Sturgeon Public Schools Board Meeting Agenda

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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

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**Policy Handbook II. School Board Governance and Operations**





## 210: Electoral Wards

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### 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

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### 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

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**Policy Handbook IV. Business Administration**



## 430: Exhibit A

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### 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.

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**Policy Handbook IV. Business Administration**



## 435: Technology Equipment for Trustees

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### 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

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**Policy Handbook IV. Business Administration**