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MINUTES OF THE PUBLIC BOARD MEETING

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, November 29, 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

Ruth Kuik, Acting Associate Superintendent, Corporate Services

Shannon Campbell Requa, Director, Education Planning

Jackie Carroll, Consultant

Michelle Wilde, Recording Secretary

Sean Nicholson, Guest

**Attended meeting virtually*

left meeting at 10:19 a.m.

left meeting at 9:35 a.m.

Call to Order

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

Land Acknowledgement

Trustee Dwyer read the Land Acknowledgement Statement.

Approval of Agenda

Add: 9.2.2 Bon Accord Road Meeting

085/2023 - Moved by Trustee Murray-Elliott that the agenda be approved as amended.

CARRIED UNANIMOUSLY

Approval of Minutes

086/2023 - Moved by Trustee Oatway-McLay that the minutes of the Regular Meeting of October 25, 2023, be approved as presented.

CARRIED UNANIMOUSLY

Business Arising From The Minutes

No business arising from the minutes.

Presentations/Delegations

2022-2023 Audited Financial Statements

Benji Waser from MNP presented the 2022-2023 Audited Financial Statements.

Action Items

2022-2023 Audited Financial Statements

The Education Act, Part 6: Section 139, specifies that school boards are responsible for preparing financial statements and Section 141 specifies an auditor will provide a report on the financial statements. The Audit Committee and Committee of the Whole are required by the Board of Trustees to review financial reporting and compliance with legislation and regulatory requirements.

On Wednesday, November 15, 2023, the Audit Committee and Committee of the Whole reviewed the Draft 2022-2023 Audited Financial Statements, presented by MNP, for the year ending August 31, 2023.

The auditors (MNP) provided an unqualified report. The statements present fairly, in all material aspects, the financial position of The Sturgeon Public School Division. After the presentation of the Draft AFS and ensuing discussion with administration and the external auditors, the Committee recommended The Sturgeon Public School Division's Audited Financial Statements for the fiscal year ending August 31, 2023, be brought to the Public Board Meeting on November 29, 2023, for approval. The attached report supports these fiscal responsibilities and provincial reporting requirements.

087/2023 - Moved by Trustee Buga that the Board of Trustees approve the 2022-2023 Audited Financial Statements (AFS) for the year ending August 31, 2023, as presented at the November 29, 2023, Public Board Meeting.

CARRIED UNANIMOUSLY

Updated 2022-2023 Reserve Mitigation Strategy

Due to the variances between the 2022-2023 Budgeted projections and the Actuals presented in the August 31, 2023, Audited Financial Statements, the total funds requiring exemption from the Unrestricted Reserves Cap is \$4,009,522 for the 2022-2023 school year. The Minister of Education, Minister LaGrange Fall 2022, approved \$3,800,000 based on the 2022-2023 Budget, therefore the Division is required to request an additional exemption in the amount of \$209,522.

088/2023 - Moved by Trustee Briggs that the Board of Trustees approve the Updated 2022-2023 Reserve Mitigation Strategy Exemption Letter as presented at the November 29, 2023, Public Board Meeting.

CARRIED UNANIMOUSLY

Capital Reserves: Modular Classroom Relocation

September 18, 2023, The Capital Projects Delivery Division of Alberta Infrastructure approved capital funding of:

- \$181,077.79 for the 2023/2024 Modular Classroom Program for the cost of demolishing two modular classrooms at Redwater School.
- \$243,591.82 for the Modular Classroom Program, for the cost of demolishing two modular classrooms at Landing Trail School.

The letter acknowledged the use of internal Board resources in the amount of \$115,765.51 for the cost of relocating two modular classrooms at Landing Trail School.

Modular Project Update:

École Morinville Public School

- Modular classrooms were demolished in 2022.

Landing Trail School

- Demolition of two modular classrooms scheduled.
- Relocation of two modular classrooms onsite.

Redwater School

- Demolition of two modular classrooms scheduled.

089/2023 - Moved by Trustee Murray-Elliott that the Board of Trustees approve the use of Capital Reserves in the amount of \$115,765.51 for the relocation of two modular classrooms at Landing Trail School as presented at the November 29, 2023, Public Board Meeting.

CARRIED UNANIMOUSLY

Appointment of Secretary Treasurer

As stated in Section 68 of the Education Act, “A board shall (a) appoint a secretary and a treasurer, or one person to act as secretary-treasurer, (b) immediately notify the Minister of

the appointment, and (c) arrange for the bonding of the treasurer or the secretary-treasurer, as the case may be, in an amount that is reasonable in the circumstances."

The Associate Superintendent, Corporate Services, will serve as the Secretary Treasurer and will play a pivotal role in overseeing the business and financial affairs of the Division, reporting directly to the Superintendent. This executive position involves supervising key departments, including Financial Services, Facility Services and Transportation Services, and leading the development, execution and reporting of the Division's budget.

090/2023 - Moved by Trustee Oatway-McLay that the Board of Trustees, as per the provisions of the Education Act, appoint Sean Nicholson, Associate Superintendent, Corporate Services, as Secretary Treasurer for The Sturgeon Public School Division effective December 1, 2023.

CARRIED UNANIMOUSLY

Draft Annual Education Results Report Summary

Attached for Trustee review is the DRAFT Annual Education Results Report (AERR) for November 2023.

The Division's Annual Education Results Report (AERR) provides information on results for all required provincial measures and local measures Sturgeon Public Schools chooses to include. The report highlights the successes and challenges of the past year and is prepared each year in November for the Board of Trustees to review. The attached AERR specifically reports on progress towards achieving the goals and outcomes of the May 2022 - 2025 Education Plan which was approved by the Board in May 2022.

An overview of the Division's financial results, once approved, will be included in the AERR.

091/2023 - Moved by Trustee Oatway-McLay that the Board of Trustees approve the Sturgeon Public Schools Annual Education Results Report (AERR).

CARRIED UNANIMOUSLY

Meeting recessed for break at 10:19 a.m.

Meeting resumed at 10:29 a.m.

Administrative Reports

Sturgeon Public Schools Scholarships 2022-2023

Jonathan Konrad, Deputy Superintendent, Education Services, brought forward as information, a report on Sturgeon Public Schools Scholarships 2022-2023.

Sturgeon Public School Division graduates are prepared to excel at post-secondary institutions and in their future careers. To aid in financing post-secondary education, Sturgeon Public Schools manages and promotes four local scholarships for students who enroll in a full-time program for post-secondary studies or apprenticeship within 15 months of graduation.

Sturgeon Public Schools Scholarship

A scholarship of \$1,000 will be awarded to all grade 12 students who have attended Sturgeon Public Schools, earned at least 30 Grade 12 credits, and maintained an average of 80% across 25 credits, following published guidelines.

Sturgeon Public Schools Bursary

A bursary of \$500 will be awarded annually to one student from Redwater School and one student from Sturgeon Composite High School who exhibit exemplary effort to attain their level of achievement and have strong participation in co and extracurricular activities at school and in the community.

Frank Robinson Memorial Scholarship

The scholarship of \$500 will be awarded annually to one student from Redwater School and one student from Sturgeon Composite High School who has met or exceeded specified achievement and enrolment criteria and who is deemed to have provided the greatest amount of support to the school.

Konica Minolta Scholarship

This scholarship of \$250 is awarded to one student from Redwater School, one student from Sturgeon Composite High School, and one student from Sturgeon Learning Centre/Morinville Learning Centre who has demonstrated exemplary work habits and an interest in technology and advancing technology in their education.

For the 2022 – 2023 school year, the following scholarships were awarded by Sturgeon Public Schools:

	<u>Redwater High School</u>	<u>Sturgeon Composite High School</u>	<u>MLC/SLC</u>
Sturgeon Public Schools Scholarship (\$1,000 each)	3	25*	n/a

Sturgeon Public Schools Bursary (\$500 each)	1	1	n/a
Frank Robinson Memorial (\$500)	1	1	n/a
Konica Minolta Scholarship (\$250 each)	1	1	n/a

The total value of the above awarded scholarships is \$30,500.

*Of these 25 students, 22 students have met the conditions for the SPS Scholarship, and 3 students have yet to submit their confirmation of enrolment in a post-secondary institution (students have 15 months after high school graduation to enrol in post-secondary). Of these 25 students, 1 student graduated in the 2020 - 2021 school year, and 3 of these students graduated in the 2021 - 2022 school year. Due to the continued effects of the COVID-19 Pandemic on student learning, all 4 of these students claimed their scholarships for the 2022 - 2023 school year.

Morinville Traffic Bylaw Changes

Ruth Kuik, Acting Associate Superintendent, Corporate Services, brought forward as information, a report on the Morinville Traffic Bylaw Changes.

Recent changes have been made to the Town of Morinville's Traffic Safety Bylaws. The attached information is being provided to the Board to communicate how these changes will affect the Morinville area, in addition to Transportation Services.

As a result of the changes to the bylaws, Transportation Services relocated two bus stop locations.

- The first bus stop, previously located on 100 Street, was relocated to 107 Ave off of 100 Street which impacted École Morinville Public School and Four Winds Public School students.
- The second stop, located on 100 Ave, was relocated to 99 Street off of 100 Ave which impacted Sturgeon Composite High School students.

This information was communicated to bus operators and families for the start of the 2023-2024 school year. There were minimal concerns with the bus stop location changes.

Communications Report - November 2023

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

2023-2024 Superintendent Discretionary Fund

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

October 19, 2023 - November 22, 2023, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- Additional funds (retroactive to August 31, 2023) required to cover the actual cost (difference from the projected cost approved May 2023) of the 7.0FTE Child and Youthcare Workers (CYCs) for the 2023-2024 school year for Lilian Schick, Namao, Four Winds Public, Landing Trail, Ochre Park, École Morinville Public and Redwater schools. This is a one year pilot project submitted as part of the 2023-2024 Reserve Mitigation Strategy.

A CYC is trained in psychology and practices co-regulation and de-escalation techniques as part of their work. They build relationships with students and develop rapport with families. A CYC:

- Supports the push-in model of student supports
 - Keeps students in activities through co-regulation in the classroom
 - Supports growth in Social Emotional Learning (SEL)
 - Supports alternative programming goals like outdoor learning opportunities or hands on approaches to learning
 - Connects with families and supports both the school and the family in relation to behaviour supports and consistency
- Additional 0.2FTE teacher at Guthrie School to support a large Grade 9 class for core subjects.
 - Additional 0.38FTE teacher at Namao School to support large Grades 4, 5 and 4/5 classes for core subjects.
 - Additional 0.1FTE teacher at Landing Trail School to support at-risk students accessing Strategies Classroom.

2023 -2024 Superintendent Discretionary					Total \$600,00.00
	\$ 500,000				
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
Teachers		\$ 110,000.00			
Guthrie School	0.20		\$ 18,700	Tuesday, October 10, 2023	
Namao School	0.38		\$ 33,440	Wednesday, November 1, 2023	
Landing Trail School	0.10		\$ 8,800	Wednesday, November 1, 2023	
Total	0.68				\$60,940.00
Direct staffing to schools (K- 12)					
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	
Total	0.00				\$0.00
Other (Emergent Priorities non-staff)					
	\$ 100,000				
Social Worker SCHS Success Centre	0.60		\$ 36,498.00	Thursday, September 28, 2023 updated	
Child and Youthcare Workers	7.00		\$78,470.00	Thursday, August 31, 2023	
Total	7.60				\$114,968.00
Total Costs					\$175,908.00
Total budget remaining					\$424,092.00

Superintendent Report

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

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:

- ASBA Fall General Meeting (Nov. 19-21)
- Committee of the Whole (Nov. 15)
- Council of School Councils' Meeting (Nov. 15)
- Gibbons School Meeting (Nov. 27)
- Landing Trail and Gibbons schools Remembrance Day Ceremonies (Nov. 3)
- Landing Trail School Council Meeting (Nov. 16)
- Landing Trail Parent Conference (Nov. 2)
- Public Board Meeting (Nov. 29)
- Public School Board Council (Nov. 17)
- Redwater Award Ceremony (Nov. 2)
- Rural Caucus Meeting (Nov. 19)
- Sturgeon Composite High School Awards Night (Nov. 21)
- Superintendent Meeting - Agenda Review (Nov. 13 & 24)

Letter from Greater St. Albert Catholic Schools

The Chair shared a letter from Greater St. Albert Catholic Schools in response to the invitation letter sent from Sturgeon Public

Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School Council and Program Support Society Meeting (Nov. 28)
- Bon Accord Community School Remembrance Day Ceremony (Nov. 3)
- Committee of the Whole Meeting (Nov. 15)
- Discipline Hearing (Nov. 27)
- Legal School Remembrance Day Ceremony (Nov. 3)
- Lilian Schick School Council and Room Parent Association Meeting (Nov. 27)
- Lilian Schick Remembrance Day Ceremony (Nov. 3)
- Public Board Meeting (Nov. 29)
- Redwater School Awards Ceremony (Nov. 2)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternate Learning Advisory Committee (Nov. 14)
- ASBA Awards, FGM and PD Session (Nov. 19-21)
- Chef Wars Judging at Camilla School (Nov. 24)
- Committee of the Whole (Nov. 15)
- Council of School Councils' (Nov. 15)
- Courageous Conversations - Inclusive and Diverse Leadership (Nov. 23)
- Discipline Committee (Nov. 27)
- Four Winds School Council and ICE Presentation (Nov. 16)
- PSBC (Nov. 17 & 18)
- Meeting with Stakeholder (Nov. 13)
- Military Living History Event (Nov. 3)
- Morinville Chamber Luncheon (Nov. 1)
- Public Board Meeting (Nov. 29)
- Redwater Awards Ceremony (Nov. 2)
- Remembrance Day ÉMPS/Four Winds (Nov. 3)
- Rural Caucus Meeting (Nov. 19)
- SCHS Awards Night (Nov. 21)
- Student Advisory Committee (Nov. 28)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Internet Safety Presentation (Nov. 28)
- Camilla School, School Council Meeting (Nov. 21)
- Committee of the Whole Meeting (Nov. 15)
- Council of School Councils' Meeting (Nov. 15)
- Public Board Meeting (Nov. 29)
- Rotary Meetings (Nov. 15, 22 & 29)

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

Trustee Murray-Elliott reported that she attended:

- Committee of the Whole Meeting (Nov. 15)
- Council of School Councils' Meeting (Nov. 15)
- Discipline Hearing (Nov. 27)
- Public Board Meeting (Nov. 29)
- PSBC Business Meeting (Nov. 18)
- PSBC Professional Learning (Nov. 17)
- Remembrance Day Ceremony, SCHS (Nov. 3)
- Redwater School Awards Night (Nov. 2)
- Student Advisory Committee Meeting (Nov. 28)
- Sturgeon Composite High School Awards Night (Nov. 21)
- Sturgeon Heights School Council Meeting (Nov. 20)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Committee of the Whole (Nov. 15)
- Councils of School Councils' (Nov. 15)
- Guthrie School Council (Nov. 13)
- Namao School Council (Nov. 13)
- Public Board Meeting (Nov. 29)
- TEBA AGM (Nov. 21)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Fall General Meeting (Nov. 20 & 21)
- Committee of the Whole (Nov. 15)
- Council of School Councils' (Nov. 15)
- Ochre Park and Redwater schools Remembrance Day Ceremonies (Nov. 3)
- Public Board Meeting (Nov. 29)
- Redwater Awards Night (Nov. 2)
- Redwater School Council Meeting (Nov. 20)

Board Strategic Work Plan

The Board of Trustees discussed inviting local MLAs to meet and directed Administration to draft the letters of invitation. Information regarding the scheduled Engagement Sessions was shared. The Board discussed the modules developed by PSBAA and how to go through them.

Bon Accord Road Meeting

The Board Vice Chair met with the Town of Bon Accord along with Administration to discuss the road running to Lilian Schick School and the concerns brought forward.

Committee of the Whole

The Board of Trustees received as information, the unapproved Minutes of the meeting from the November 15, 2023, Committee of the Whole meeting.

Reports from Special Committees/Task GroupsAlberta School Boards Association Representative

Trustee Pequin shared her report.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott shared her report.

Unfinished Business

No unfinished business.

Comment and Question Period

No comments or questions from the public.

In Camera

092/2023 - Moved by Trustee Oatway-McLay that the Board of Trustees move to In Camera at 12:04 p.m.

CARRIED UNANIMOUSLY

093/2023 - Moved by Trustee Oatway-McLay that the Board of Trustees revert to a public meeting at 1:00 p.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Briggs adjourned the meeting at 1:00 p.m.

Chair

Date

Associate Superintendent,
Corporate Services

DRAFT