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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				
<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			
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	
			\$ -		
<b>Total</b>	<b>0.68</b>				<b>\$60,940.00</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>					
	\$ 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	
<b>Total</b>	<b>7.60</b>				<b>\$114,968.00</b>
<b>Total Costs</b>					<b>\$175,908.00</b>
<b>Total budget remaining</b>					<b>\$424,092.00</b>

### 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 Awads, 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 Groups**Alberta 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.

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Chair

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Date

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Associate Superintendent,  
Corporate Services

DRAFT



**Date:** December 20, 2023 **Agenda Item:** 7.1  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent, Human Resources  
**Governance Policy:** [Policy 221: Role of the Trustee](#)  
**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

School Authority Operations and Resources  
Supporting Effective Governance

**Subject:** **Memorandum of Agreement Between Sturgeon Public Schools and The Alberta Teachers' Association**

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**Purpose:**

For approval. Motion required.

**Recommended Motion:**

THAT the Board of Trustees approve the Memorandum of Agreement Between Sturgeon Public Schools and The Alberta Teachers' Association as presented at the December 20, 2023, Public Board meeting.

**Background:**

Please find below a summary of the proposed changes with detailed wording contained in the attachment:

**Service outside of Operational Days (3.8)**

- Teachers directed to work outside the operational school year shall be compensated 1/200th of their annual salary per full day or 1/400th for half day.

**Paid Leave for Principals and Vice Principals (4.7.1 and 4.7.2):**

- Principals: three (3) paid leave days per school year.
- Vice Principals: two (2) paid leave days per school year.

**Administrative Allowance Responsibilities (4.7.3):**

- Acknowledges professional responsibility for site operationality on the opening day.



- Allows flexibility in developing a schedule for administrators with schools open before the school year with submission to the Superintendent or designate.

**Substitute Teacher Booking System (5.6):**

- Division commits to maintaining a reliable system for booking substitute teachers.

**Job Share Initiative (6.5):**

- Division maintains a list of teachers expressing an interest in job sharing.

**Temporary Leave of Absence (12.2.1):**

- Central Office may grant a temporary leave of absence, with pay, due to unsafe road conditions.

**Communication of External Postings (16.7):**

- All positions for the new school year are posted externally and communicated to currently employed teachers with an active Division email account.

**Letter of Understanding XX - Professional Development for Substitute Teachers:**

- Substitute teachers with 50 or more full days in 2023/24, who have attended one school based professional development day, may receive one full day of substitute teacher salary provided they have been granted permission to attend by the Principal.

**Letter of Understanding X - Distributed Education Conditions of Practice:**

- Information provided to the Association before June 30th, 2024, for Morinville Learning Center, Sturgeon Learning Center, and Sturgeon Public Virtual Academy includes:
  - Number of students, credits, courses, or subject areas a teacher may be assigned.
  - Amount of course design and development expected.
  - Class composition and complexity.
  - Amount of non-instructional time for teachers.
  - Processes for incomplete courses.
  - Processes and timing for enrolling students in courses or programs.



Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Memorandum of Agreement between Sturgeon Public Schools and The Alberta Teachers' Association

# Memorandum of Agreement

Between

Sturgeon Public Schools

And

The Alberta Teachers' Association

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The above parties hereby agree that the following constitutes mutual agreement between parties and to recommend acceptance to their principals:

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### **3.8 Service Outside of Operational Days**

**Teachers who are directed to work (at the request of the superintendent or designate) outside of operational days will be compensated at 1/200th of their annual salary per full day of work, or 1/400th per half day (three (3) hours or less).**

4.7.1 School-based principals will be granted ~~two~~ **three (3)** paid leave days per school year, at a time mutually agreeable to the Superintendent or designate. Failing agreement about whether the dates are mutually agreeable to the principals and Superintendent, the Employer shall pay out the unused paid leave days at 1/200th of the principal's annual salary and allowance by the end of June each year.

4.7.2 School-based vice principals will be granted ~~one~~ **two (2)** paid leave days per school year, at a time mutually agreeable to the Superintendent or designate. Failing agreement about whether the dates are mutually agreeable to the vice principals and Superintendent, the Employer shall pay out the unused paid leave days at 1/200th of the vice principal's annual salary and allowance by the end of June each year.

4.7.3 **Those in receipt of an administrative allowance acknowledge that it is their professional responsibility to have their sites operational on the opening day of each school year. Where schools are open prior to the school year, administrators can develop, with their leadership team, a flexible schedule for their own presence at school. The schedule shall be submitted to the Superintendent or designate.**

5.4.1 **Notwithstanding 5.4, every effort shall be made by the school administrator not to assign supervision before the first period of the school day on the first day of an assignment.**

**5.5.3. When a substitute teacher is booked, every effort shall be made by the school administrator to follow the schedule, including unassigned time and supervision, of the absent teacher that they are booked to replace.**

**5.5.3.1 Where the substitute teacher is paid for time in excess of the absent teacher's assignment, the school administrator may assign duties to the substitute for the remainder of the paid time.**

**5.5.3.2 In the event of an unfilled absence and when the Division has made attempts to fill the absence, the school administrator is permitted to assign duties to the substitute teacher during the absent teacher's unassigned time.**

**5.6 The Division will maintain a reliable system for booking substitute teachers.**

**6.5 The Division shall maintain a list of teachers who actively express an interest in participating in a job share.**

**12.2.1 The Division's Central Office shall grant a temporary leave of absence, with pay, to a teacher who, upon making a reasonable effort to reach the teacher's place of employment, encounters a delay in reaching work due to unsafe road or public highway conditions. Teachers who have been granted such leave will advise their principal.**

**16.7 All positions for the new school year that are posted externally will be communicated to all currently employed teachers with an active Division email account.**

**Pilot Project – Professional Development for Substitute Teachers.**

**Any substitute teacher who works fifty (50) or more full substitute teaching days in each of the 2023/24 and 2024/25 school years, and having attended at least one (1) full school professional development day in the school year with the principal's approval, shall receive one (1) full day of substitute teacher salary for one (1) professional development day attended.**

**The duration of this pilot project will be a minimum of two years.**

**Pilot Project – Distributed Education Conditions of Practice**

The Division will provide to the Association, regarding the Morinville Learning Center, Sturgeon Learning Center, and Sturgeon Public Virtual Academy, for a minimum of two (2) school years, the following:

- a. the number of students, credits, courses or subject areas a teacher may be assigned;
- b. the amount of course design and development expected of a teacher;
- c. class composition and complexity in the distributed education environment;
- d. the amount of non-instructional time that may be assigned to distributed education teachers;
- e. the processes and considerations when students do not complete the attempted course; and
- f. the processes and timing for enrolling students in courses or programs.

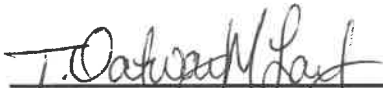
The information collected will be provided to the Association prior to June 30<sup>th</sup>.

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No other amendments to the current agreement except those included in this document.

IN WITNESS WHEREOF the parties have executed this memorandum of agreement on this 16 day of October, 2023.

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Tasha Oatway-McLay (Trustee)

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Stacey Buga (Trustee)

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Meagan Kuik

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Tara Kieser

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Darla Clark

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Kari Morgan

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James Gerun (ATA)



**Date:** December 20, 2023 **Agenda Item:** 7.2

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Governance Policy:** [Policy 235: Board Operations](#)

**Additional Reference:** *Education Act:*  
Division 2, Board Procedures;  
Division 5, Conflict of Interest and Disqualification; and  
Sections 33, 34, 64, 75  
Board Procedures Regulation 82/2019  
Robert's Rule of Order

**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:** **March Public Board Meeting**

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**Purpose:**

For approval. Motion required.

**Recommended Motion:**

THAT the Board of Trustees approve that the March Public Board meeting be moved from March 27, 2024, to March 20, 2024.

**Background:**

In line with the decisions made during the Organizational Meeting on August 23, 2023, and in adherence to Policy 235: Board Operations, the Board established a schedule for regular meetings, including the Public Board meeting slated for March 27, 2024. However, this date falls within spring break, a crucial time for students, staff and families, many of whom may have vacation plans. In an effort to ensure maximum participation and inclusivity, it is proposed that the Public Board meeting be rescheduled to March 20, 2024. This adjustment would also necessitate moving the Committee of the Whole meeting, originally scheduled for March 13th, to March 6th. These changes aim to align to the 2023-2024 school year calendar.



Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** December 20, 2023 **Agenda Item:** 7.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Governance Policy:** [Policy 205: Operational School Year](#)

**Additional Reference:** [Education Act](#)  
[Policy 225: Role of the Board](#)

**Assurance Domain:** Governance

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

**Subject:** **Policy 205: Operational School Year**

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**Purpose:**

For approval. Motion required.

**Recommended Motion:**

THAT the Board of Trustees rescind Policy 205: Operational School Year as presented at the December 20, 2023 Public Board meeting.

**Background:**

The role of the Board in determining the School Year Calendar is clearly defined in the Education Act, Section 60, “a board shall determine and make publicly available for each school year the days, dates and number of days of school operation”. The Education Act also clearly defines school year requirements to provide sufficient instructional days to attend to the hours of instruction required by Alberta students.

The Board’s Policy 225: Role of the Board states “*The Board shall carry out any other matters that the Minister prescribes (Education Act s.33(1)(n). Specifically the Board:*

*Performs Board functions required by governing legislation and Ministerial directives.”*





Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Policy 205: Operational School Year

Policy 205

## **Operational School Year** Recommend to rescind

Clearly defined in the [Education Act](#) Section 60.

### **School day and year**

**60** A board shall determine and make publicly available for each school year the days, dates and number of days of school operation.

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And Board responsibility covered in [Policy 225: Role of the Board](#):

### **Ministerial Direction**

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

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

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## **1.0 POLICY**

The Board of Trustees shall establish an operational school year calendar in accordance with the Education Act.

The Board of Trustees shall specify the vacation periods in a school year in accordance with the Education Act.

### **References:**

Admin Practice(s): Administration 4 – Operational School Year  
School Operational Year Calendar Details  
School Operational Year Calendar Day Count  
School Operational Year Calendar  
Education Act Section 60

### **History**

2019 Apr 24 Initial Approval  
2021 Oct 27 Reviewed



**Date:** December 20, 2023 **Agenda Item:** 8.1  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
**Governance Policy:** [Policy 700: Superintendent of Schools](#)  
**Assurance Domain:** Governance

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

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

**Subject:** **Class Size Information Survey Reporting**

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### **Purpose:**

For information.

### **Background:**

September 2019, Alberta Education discontinued the Class Size Information Survey initiative and reporting by school jurisdictions. Administration continues to track class size data to provide a Division snapshot and trend analysis. Class Size Information is gathered using the same criteria as the previous *Alberta Education Class Size Information Survey* initiative:

- A class is defined as a group of students with ONE teacher for 50% or more of the instructional time devoted to a subject.
- A multi-grade classroom with one teacher is counted as one class.
- Multi-graded classrooms are included in the higher-grade level. i.e. Grade 3/4 combined class would be included in the Grade 4 category.
- For High School, only first semester courses are included in this report.
- Only core courses are included – Language Arts, Social Studies, Math and Science. Irregular classes such as Work Experience and Distance Learning are not included.
- Outreach Programs, the Hutterite Colony, Oak Hill, and Legal Public School are not included in the report.
- Data reported in this survey is as of **September 29, 2023**.

Administration would like to remind the Board of Trustees that Class Sizes and Class Targets are a function of the budget process.



Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. 2023 - 2024 Class Size Analysis



# 2023 / 24 Class Size Analysis for Sturgeon Public Schools

## Guiding Approach

Class size averages do not include French Immersion classes, or dedicated LOGOs or Knowledge and Employability classes. These classes are smaller in number and are supported by additional grants other than Base Instruction or by Board Direction. Regular instruction classes that have a few K&E or LOGOS students within them are reported in these averages.

Course Course Class Size Averages as of September 29, 2023								
Average by Subject Category	K to 3		4 to 6		7 to 9		10 to 12	
	Previous 3yr Average	2023/24	Previous 3yr Average	2023/24	Previous 3yr Average	2023/24	Previous 3yr Average	2023/24
<b>Language Arts</b>	19.46	18.35	23.48	22.43	24.61	25.67	23.94	21.67
<b>Mathematics</b>	19.33	18.35	23.48	22.43	24.39	24.16	20.53	21.88
<b>Social Studies</b>	19.46	18.35	23.33	22.45	24.65	25.67	30.79	25.88
<b>Science</b>	19.19	18.43	23.10	22.43	24.33	25.72	25.63	25.79
<b>Average</b>	19.36	18.37	23.35	22.44	24.49	25.31	25.22	23.80
Board Directed	19.45		26.95		28.95		28.95	
Overall Average	18.37		22.44		25.31		23.80	
Difference with Board Directed	-1.08		-4.51		-3.64		-5.15	
Difference with Previous 3yr Average	-0.99		-0.91		0.81		-1.42	

All data reflects 29 September 2023 counts in schools.



**Date:** December 20, 2023 **Agenda Item:** 8.2

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
Shelley Greenwood, Director, Learning Services

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

**Assurance Domain:** Student Growth & Achievement  
Teaching & Leading

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

**Subject:** **Summary of Programs Available Across Sturgeon Public School Division**

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**Purpose:**

For information.

**Background:**

Every child is unique. In Sturgeon Public School Division, families have access to a wide array of programs designed to meet the diverse interests and needs of all students while following Alberta's program of study.

**Programs of Choice and Alternative Programming**

Programs of choice provide students access to unique educational experiences such as French Immersion and Christian (LOGOS) Education. Alternative programming allows students to learn in alternate settings such as outreach and distance learning, or with modified outcomes, such as Knowledge and Employability.

- Adult Education
- French Immersion
- Home Education
- Knowledge & Employability Courses
- LOGOS Christian Program
- Open Air Kindergarten
- Off-Campus Education
- Outreach Programming

- Various Academies, including:
  - Hockey
  - Performing Arts
  - Animal Wellness
  - STEAM
  - Innovate
  - CISCO Networking
  - Recreation
  - Sports (Various names)
- Virtual Learning at SPVA

### **Specialized Programs**

More than 600 students within Sturgeon Public School Division have been diagnosed with special needs. The Division provides a full range of specialized programs\* that serve students with behavioral, communication, intellectual, learning and physical disabilities.

Wherever possible, first consideration is given to serving students with special needs through reasonable accommodations in a regular classroom setting in their designated catchment school. All students identified with learning or developmental needs are supported through the development of an Individualized Program Plan (IPP), implemented primarily by classroom teachers in cooperation with the child's parents.

- Pre-Kindergarten Programming
- Specialized Programming in K to 12
- CASA Classroom

\*All specialized programs are accessed by referral to Learning Services.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

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

1. 2023 2024 Programming in Sturgeon Public Schools.



# Programming in Sturgeon Public Schools 2023-2024

## Early Years Programming

Pre-Kindergarten programming is available to students within Sturgeon Public who have various needs identified, including speech language or learning delays. The following schools offer Pre-Kindergarten Programming:

- Bon Accord
- Camilla
- École Morinville Public
- Guthrie
- Landing Trail
- Legal
- Ochre Park

Open Air Kindergarten is an optional program with additional hours that follows the Alberta Curriculum while incorporating enriching outdoor learning experiences. This year it is available for students in the Namao catchment area.

## Programs of Choice

Programs of choice provide students access to unique educational experiences such as French Immersion, Christian (LOGOS) Education. These are not offered in all Sturgeon Public Schools.

### **French Immersion**

Sturgeon Public Schools offers students and families a comprehensive French Immersion program. This begins at École Morinville Public for grades 1 to 4, continues at Four Winds Public for grades 5 to 9, and finishes at Sturgeon Composite High School for grades 10 to 12.

### **LOGOS, Christian Education**

LOGOS education is available for students and families at Landing Trail for grades 1 to 4 and then at Lilian Schick for grades 5 to 9. This is a faith-based, non-denominational Christian approach to learning that allows students to apply Christian morals, values and beliefs into all areas of study.

## Alternative Programming

Alternative programming is available for students who may need a modified program or a different mode of learning to be successful. This would include Knowledge and Employability, Outreach, Online Learning and CASA Mental Health Service classrooms.

### **Knowledge and Employability (K & E)**

K & E courses are designed for students in grades 8 to 12 who demonstrate reading, writing, mathematical and/or other levels of achievement 2 to 3 grade levels below their age-appropriate grade. K & E programming is available in all schools that teach grades 8 to







12 in Sturgeon Public Schools. If there are enough students within a school, these classes will be taught separately from regular classes.

### **Outreach Centres**

An outreach program provides an educational alternative for junior and senior high school students who find that traditional school settings do not meet their needs. Instruction is provided through a variety of methods, including: small group, one-on-one, and online. Sturgeon Public Schools has two outreach centres; one in Morinville and the other in Gibbons.

### **Virtual Education**

Students enrolled in the Virtual Academy will work as part of a grade-level cohort with an assigned online teacher(s). Students will take part in online classes and daily learning activities, including both synchronous and asynchronous learning. To ensure connection, this school also meets most Fridays in person for fun and curricular activities.

### **CASA (Child, Adolescent and Family Mental Health) Mental Health Service Classrooms**

These classrooms are a collaboration between Sturgeon Public Schools and CASA. Students receive individual and group therapy, psychiatric care, medication and school programming according to their individual needs. This is provided by a team of mental health professionals, a specialized teacher and support staff. Currently there are CASA Mental Health Service Classrooms in the following schools:

- Gibbons (Grade 5 to 9)
- Sturgeon Composite High School (Grade 10 to 12)

### **Specialized Programming**

Specialized programming meets the needs of students who have significant disabilities that require specialized supports to engage in their learning and school communities. Specialized programming is available in all schools; however we have specialized classes at

- Namao
- Redwater
- Sturgeon Composite High School

### **Academy Programming**

Academies focus on character building, academics, leadership and skill development in a specific area of focus. Traditional Academies require extra staff and time commitment may extend outside the regular instructional day. In addition, some learning outcomes for curricular courses are met within the Academy time. Currently many schools are starting up Academies. These new Academies do require more time commitment than regular option classes, but not as much time as a traditional Academy. The following list highlights Academy programs by school:





<b>Bon Accord</b> <ul style="list-style-type: none"> <li>● Recreation</li> <li>● Creative</li> </ul>	<b>Four Winds</b> <ul style="list-style-type: none"> <li>● Sport for Life</li> <li>● Performing Arts</li> <li>● STEAM</li> </ul>	<b>Gibbons</b> <ul style="list-style-type: none"> <li>● Hockey</li> <li>● STEAM</li> <li>● Animal Wellness</li> </ul>
<b>Lilian Schick</b> <ul style="list-style-type: none"> <li>● Sports Recreation</li> </ul>	<b>Sturgeon Composite</b> <ul style="list-style-type: none"> <li>● CISCO Networking</li> </ul>	<b>Sturgeon Heights</b> <ul style="list-style-type: none"> <li>● Sport and Recreation</li> <li>● Fine Arts</li> <li>● STEAM</li> <li>● Innovate 360</li> </ul>

## Option Programming through Career and Technology Foundations (CTF- Grade 5 to 9) and Career and Technology Studies (CTS - Grade 10 to 12.)

The career and technology education across Sturgeon Public Schools is exceptional. Here is a current list by school of what courses students can experience. However, these change quickly each year based on student interest and staff expertise.

Programming for Grades 5 and 6, or Grades 7 to 9		
<b>Four Winds</b> <ul style="list-style-type: none"> <li>● Robotics</li> <li>● Archery</li> <li>● Vinyl Printing</li> <li>● Digital Citizenship</li> <li>● Woods</li> <li>● Foods</li> <li>● 3D Printing</li> <li>● Makerspace</li> <li>● Art</li> <li>● Musical Theatre/Drama</li> <li>● Film Studies</li> <li>● Entrepreneurship</li> <li>● Student Leadership</li> <li>● Composing/Recording</li> <li>● Outdoor Education</li> </ul>	<b>Gibbons</b> <ul style="list-style-type: none"> <li>● Board Gamers</li> <li>● Drama</li> <li>● Fit 4 Fun</li> <li>● Leadership</li> <li>● Introduction to Cooking</li> <li>● Technology</li> <li>● Art</li> <li>● Dance</li> <li>● Coding</li> <li>● Academic Skill Builder</li> <li>● Archery</li> <li>● French</li> <li>● Recreational Leadership</li> <li>● Sports Leadership</li> <li>● Photography</li> <li>● Dance and Physical Fitness</li> <li>● Foods</li> <li>● Robotics</li> <li>● Beginner Concert Band</li> <li>● Advanced Concert Band</li> <li>● Industrial Arts</li> </ul>	<b>Lilian Schick</b> <ul style="list-style-type: none"> <li>● 3D Architecture &amp; Model Design</li> <li>● Archery</li> <li>● Basketball</li> <li>● Media Studies</li> <li>● Outdoor Education</li> <li>● Entrepreneurship</li> <li>● Elite Sports</li> <li>● Track and Field</li> <li>● Badminton</li> <li>● Leadership</li> <li>● Genius Hour</li> <li>● Digital Photography</li> <li>● Foods</li> <li>● Robotics</li> <li>● Drama</li> <li>● Golf</li> <li>● Journalism</li> <li>● Art</li> <li>● Band</li> <li>● Volleyball</li> <li>● Yearbook</li> <li>● Industrial Arts</li> <li>● Robotics</li> </ul>





**Programming for Grades 5 and 6, or Grades 7 to 9**

	<ul style="list-style-type: none"> <li>● Outdoor Education</li> <li>● Theatre</li> </ul>	
<p><b>Camilla</b></p> <ul style="list-style-type: none"> <li>● Outdoor Games</li> <li>● Leadership</li> <li>● Makerspace</li> <li>● Outdoor Education</li> <li>● Forensics</li> <li>● Sports Options: Flag Football, Golf, Hockey, Volleyball</li> <li>● Woods</li> <li>● Archery</li> <li>● Entrepreneurship</li> <li>● Fashion Studies</li> <li>● Fit for Life</li> <li>● Foods – Introduction to Cooking, Chef Wars, Baking &amp; Decorating</li> <li>● Guitar</li> <li>● Junior High Rock Band</li> <li>● Cree Language and Culture</li> <li>● Robotics/Coding</li> </ul>	<p><b>Guthrie</b></p> <ul style="list-style-type: none"> <li>● Agriculture</li> <li>● Art</li> <li>● Band</li> <li>● Law</li> <li>● Foods</li> <li>● Life Sports</li> <li>● Tourism</li> <li>● Woods</li> <li>● Photography</li> <li>● Grade 7 Preparation</li> <li>● Film Studies</li> <li>● Makerspace</li> </ul>	<p><b>Namao</b></p> <ul style="list-style-type: none"> <li>● Archery</li> <li>● Academic Skill Builders</li> <li>● Art</li> <li>● Arctic Winter Games</li> <li>● Baking</li> <li>● Band</li> <li>● Ceramics</li> <li>● Court Games</li> <li>● Cake &amp; Cupcakes</li> <li>● Cosmetology</li> <li>● Construction</li> <li>● Drama</li> <li>● Entrepreneurship</li> <li>● Film Studies</li> <li>● Financial Literacy</li> <li>● Fit for Life</li> <li>● Foods</li> <li>● Indigenous Summer Games</li> <li>● Leadership</li> <li>● Music Studies</li> <li>● Outdoor Education</li> <li>● Outdoor Field Games</li> <li>● Photography</li> <li>● Podcasting</li> <li>● Recreational Leadership - Basketball</li> <li>● Recreational Leadership - Court Games</li> <li>● Recreational Leadership - Field Sports</li> <li>● Recreational Leadership - Soccer</li> <li>● Recreational Leadership - Volleyball</li> <li>● Running Club</li> <li>● Spanish</li> <li>● Strategic Games</li> </ul>




**Programming for Grades 5 and 6, or Grades 7 to 9**

		<ul style="list-style-type: none"> <li>● Stop Motion Animation</li> <li>● Write Well: Become a Fiction Author</li> <li>● Yoga</li> </ul>
<b>Sturgeon Heights</b> <ul style="list-style-type: none"> <li>● 3D Printing</li> <li>● Archery</li> <li>● Art</li> <li>● Academic Skill Builders</li> <li>● Choir</li> <li>● Digital Media</li> <li>● Fashions</li> <li>● Field Sports</li> <li>● Foods</li> <li>● Handbells</li> <li>● Intro to Theatre</li> <li>● Leadership</li> <li>● Learners License Prep</li> <li>● Musical Theatre</li> <li>● Outdoor Education</li> <li>● Racket Sports</li> <li>● Sports Performance</li> <li>● Strategic Games</li> <li>● Team Sports</li> </ul>	<b>Oak Hill</b> <ul style="list-style-type: none"> <li>● Animal Studies</li> <li>● Art</li> <li>● Computer Technology</li> <li>● Fit for Life</li> <li>● Genius Hour</li> <li>● Leadership</li> <li>● Makerspace</li> <li>● Media Studies</li> </ul>	<b>Redwater</b> <ul style="list-style-type: none"> <li>● Film Studies</li> <li>● Tourism</li> <li>● Photography</li> <li>● Academic Skill Builder</li> <li>● Cosmetology</li> <li>● Art</li> <li>● Musical Theatre</li> <li>● Band</li> <li>● Food Studies</li> <li>● Construction</li> <li>● Fit for Life</li> <li>● Outdoor Games</li> <li>● Archery</li> <li>● Dance</li> </ul>

**High School and Alternate Programming**

<b>Redwater</b> <ul style="list-style-type: none"> <li>● Art</li> <li>● Construction</li> <li>● Financial Management</li> <li>● Fashion Studies</li> <li>● Food Studies</li> <li>● Health Care Services</li> <li>● Forensic Sciences</li> <li>● Sports Medicine</li> <li>● Instrumental Music</li> <li>● Wildlife Technology</li> </ul>	<b>Sturgeon Composite</b> <ul style="list-style-type: none"> <li>● Art</li> <li>● Childcare</li> <li>● CISCO Networking</li> <li>● Communication Technology</li> <li>● Construction Technology</li> <li>● Cosmetology</li> <li>● Drama</li> <li>● Fabrication</li> <li>● Fashion Studies</li> <li>● Film Studies</li> <li>● Food Studies</li> <li>● Forensics</li> <li>● Health Pathways</li> <li>● Instrumental Music</li> </ul>	<b>Alternate Learning</b> <ul style="list-style-type: none"> <li>● Coding</li> <li>● Film Studies</li> <li>● Foods</li> <li>● Health Guidance</li> <li>● Languages</li> <li>● Minecraft</li> <li>● Physical Education</li> <li>● Photography</li> <li>● STEAM Courses</li> </ul>
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### Programming for Grades 5 and 6, or Grades 7 to 9

	<ul style="list-style-type: none"> <li>● Leadership</li> <li>● Mechanics</li> <li>● Musical Theatre</li> <li>● Outdoor Education</li> <li>● Psychology</li> <li>● Sports Medicine</li> <li>● Wildlife Technology</li> </ul>	
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### Off Campus Programming

Off-campus education presents various pathways for high school students to explore different career opportunities. The Registered Apprenticeship Program offers a unique chance for students to delve into trades and kickstart post-secondary apprenticeship training while completing their high school diploma. Meanwhile, the Work Experience program engages students aged 15 and older in off-campus learning experiences, enabling them to explore potential careers through paid or volunteer positions while gaining practical on-the-job training. Additionally, the Green Certificate Program in agriculture provides structured learning within the high school curriculum, allowing students to earn diploma credits and a valuable credential for potential careers in agriculture or agri-business. Complementing these offerings, dual credit programs focus on career-based high school courses, aiding students in making seamless transitions to further education or entering the workforce. Off Campus Programming is available in all High Schools within Sturgeon Public Schools, and a few Junior High Schools, such as Four Winds Public.

Sturgeon Public Schools has formal dual credit agreements with the following post secondary schools:

- Northern Alberta Institute of Technology (NAIT)
- Northern Lakes College
- Olds College
- Norquest College
- Athabasca University
- Lakeland College

Dual Credit Courses can change from semester to semester. Here are a few that are currently available in any of the High Schools within Sturgeon Public:

- Advanced Welding 1000 (NAIT)
- Educational Assistant Certification (Northern Lakes College)
- Accounting Principles 1 (Olds College)
- Intro to Veterinary Profession (Olds College)
- Solving Technology Problems (Olds College)
- Producing Horticulture Crops (Olds College)





- Marketing Principles (Olds College)
- Introduction to Sports Management (Olds College)
- American Sign Language (Lakeland College)
- Play (Lakeland College)
- Basic Energy Principles (Lakeland College)
- Environmental Sustainability (Lakeland College)
- Hair styling (Lakeland College)
- Introduction to Aesthetics (Lakeland College)
- Health, Nutrition and Safety (Lakeland College)

## Bring Your Own Device to School

Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student or the student's family. Currently Gibbons, Redwater, Namao and Sturgeon Heights have a BYOD program to support student programming.

## Clubs and Extracurricular Activities

These activities enrich the life of students while at school. Having a variety of clubs, teams, and extracurricular activities has been shown to promote better attendance, boost executive functioning, and build excitement and belonging in schools. Please check each school website for a specific listing of these activities.





## General Programming

Below is a reminder of which grades are covered by each school within each community.

Community	Grades Served	Telephone
TOWN OF BON ACCORD <a href="#">Bon Accord Community School</a> <a href="#">Lilian Schick School</a> <a href="#">Oak Hill School</a>	Pre-K to Grade 4 Grade 5 to Grade 9 Grade 4 to Grade 9	780.921.3559 780.921.2200 780.921.3011
TOWN OF GIBBONS <a href="#">Gibbons School</a> <a href="#">Landing Trail School</a> <a href="#">Sturgeon Learning Centre</a> <a href="#">Sturgeon Virtual Academy</a>	Grade 5 to Grade 9 Pre-K to Grade 4 Grade 10 to 12, Adult Learning Grade 5 to 9, Online	780.923.2240 780.923.2898 780.939.4341 780.939.4341
LANCASTER PARK MILITARY BASE <a href="#">Guthrie School</a>	Pre-K to Grade 9	780.973.3111
TOWN OF LEGAL <a href="#">Legal Public School</a>	Pre-K to Grade 4	780 961 0133
TOWN OF MORINVILLE <a href="#">École Morinville Public</a> <a href="#">Four Winds Public School</a> <a href="#">Morinville Learning Centre</a>	Pre-K to Grade 4 Grade 5 to Grade 9 Grade 10 to 12, Adult Learning	780.939.3445 825.349.0021 780.939.4341
HAMLET OF RIVIÈRE QUI BARRE <a href="#">Camilla School</a> <a href="#">Colony School</a>	Pre-K to Grade 9 K to Grade 9	780.939.2074 780.939.2012
HAMLET OF NAMAQ <a href="#">Namao School</a> <a href="#">Sturgeon Composite High School</a>	K to Grade 9 Grade 10 to Grade 12	780.973.9191 780.973.3301
TOWN OF REDWATER <a href="#">Ochre Park School</a> <a href="#">Redwater School</a>	Pre-K to Grade 4 Grade 5 to Grade 12	780.942.2901 780.942.3625
CITY OF ST. ALBERT <a href="#">Sturgeon Heights School</a>	K to Grade 9	780.459.3990





**Date:** December 20, 2023 **Agenda Item:** 8.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Sean Nicholson, 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 Division Operations and Resources  
Supporting Effective Governance

**Subject:** **Transportation Services Department Report**

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**Purpose:**

For information.

**Background:**

Sturgeon Public Schools provides safe, dependable and efficient transportation for students. The Division operates 73 school buses and transports over 3,000 students to and from school each day. Sturgeon Public School Division routes travel 10,170 kilometers every day, which is 1,830,600 kilometers each school year.

Transportation Services operates from 7:00 am to 4:00 pm on operational days. The team focuses on managing bus dispatch, handling internal and external inquiries related to transportation services, processing transportation applications and addressing questions regarding school attendance boundaries.

The 2023-2024 school year start up went well for Transportation Services. Unlike some other divisions, Sturgeon Public School Division was fortunate to have all its routes covered by available bus operators on the first day of school. Building on feedback from previous years, Transportation Services implemented a few minor adjustments that contributed to an overall improved startup experience.

Some of the improvements included:

- more detailed bus passenger lists for bus contractors,
- bus lists provided to schools earlier; and
- transportation details 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 casual staff member. This staff member came with previous years experience in the Division as well as a general understanding of transportation services. Having a casual employee work in Transportation Services with background knowledge resulted in less training time and excellent support for families.

The phone call and email volume, especially between August 14-September 8, remained quite high, as parents requested transportation information or changes to their requests for pickup and drop off. Overall, there are still improvements to be made to the start up process, but getting 3,000 students on buses for school was a great success!

### **Report Summary**

This report provides an overview of Transportation Services for the 2023-2024 school year, presenting both highlights and challenges. Continued operations depend on the collaboration with local contractors and bus operators to ensure the safe transportation of students on a daily basis.

### **Ridership**

Transportation Services has seen an increase in ridership from the 2022-2023 school year with approximately 120 additional students registered for transportation services for the start of the 2023-2024 school year.

Over the summer months, Transportation Services completed a review and optimization of all current transportation routes and were able to add two new routes with a focus on ride time reduction. The addition of the new routes were for Sturgeon Composite High School, as well as Camilla School. Transportation Services found that the new route in Camilla required additional time and attention as this is a new bus contractor with the Division. The Sturgeon Composite High School route addition was awarded to a current contractor which was a smooth transition.

### **Department Statistics**

Sturgeon Public Schools provides transportation services on yellow buses which range from 15 passengers to 82 passengers. There are currently four buses which are designated for Special Education students. In addition, there are three parent provided transportation agreements supporting the transportation of eight students getting to school in an alternative way. The Department also has a co-operative agreement with Conseil Scolaire Centre-Nord school division to provide transportation services to Legal Public School for one student.

Transportation Services has responded to many customer service requests including:

- 618 application forms between August 1 and September 29.
- 820 phone calls between August 1 and September 29.
- 47 bus pass replacement requests between September 7 and November 30.

## **Transportation Service Grants**

### **Transportation Funding Application**

Transportation Services has not submitted a grant application to Alberta Education since 2019. Since that time, the transportation funding has been frozen, with increases being applied to the 2019 submission amount. Transportation Services worked closely with schools as well as using the data available in PowerSchool to keep all information as current as possible. The grant application was submitted on November 30, 2023 and is currently awaiting review.

#### **Fun Facts:**

- The Transportation Grant submission is completed for all students, regardless if the students are currently riding a bus or not.
- The Transportation Grant Funding is based on the student's primary home location, even if the student is being transported to and from an alternate location such as a daycare.
- The Transportation Grant Funding has been adjusted to provide full funding for the home to school distance for students who are being transported to a school of choice.
- The Transportation Grant Funding has changed to allow Divisions to claim funding for students who live outside Division boundaries when a parent submits a Transfer of Student Transportation Funding Parent Declaration Form. Previously, the Division did not receive any transportation funding when providing bus service to these students.
- Students residing within the Town of Morinville limits will be claimed on an Urban Application as the population has exceeded 10,000. This is the first time Sturgeon Public Schools has been required to complete Urban Application.

### **School Bus Driver Grant**

Alberta Transportation and Economic Corridors (TEC) introduced a School Bus Driver Grant beginning April 1, 2023, which included two initiatives.

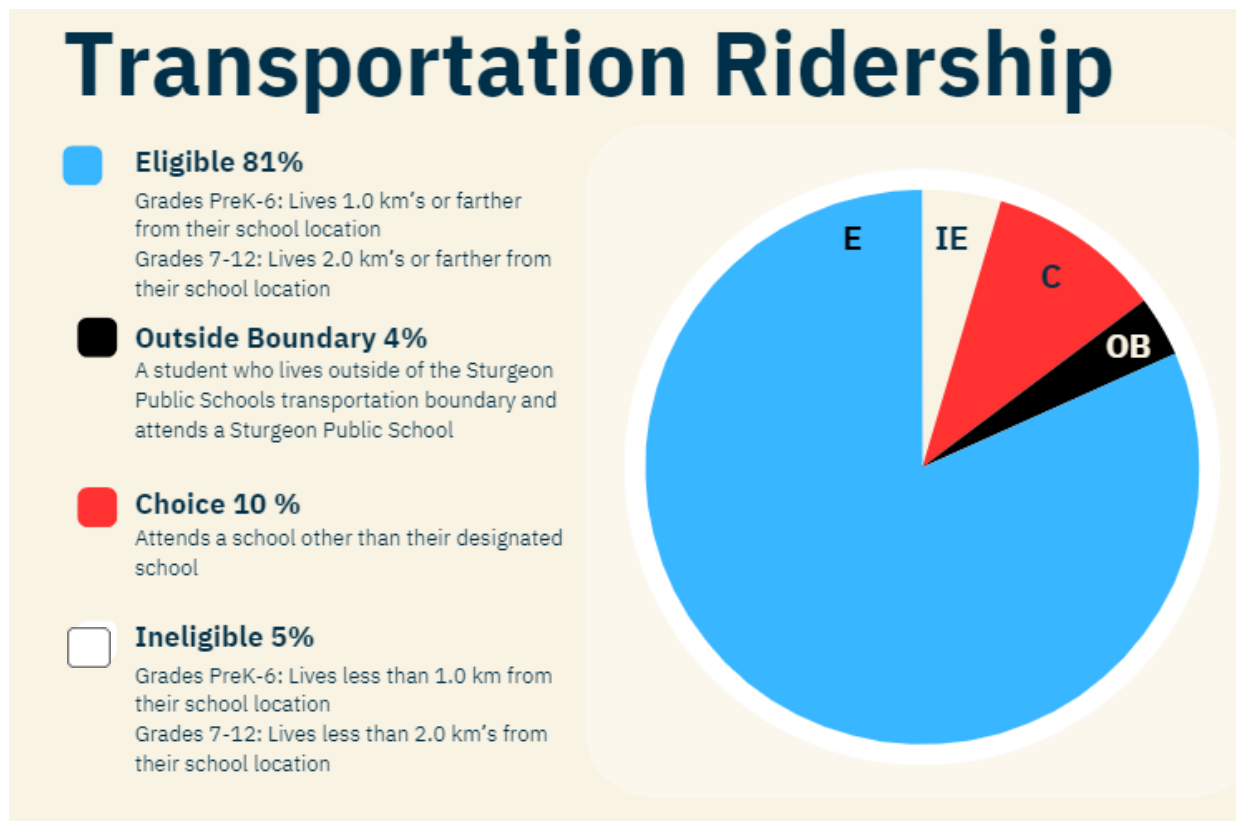
The first initiative was the Training Costs and Driver Reimbursement Grant. This grant is available for new Class 2 and Class 4 drivers upon successful completion of driver training and testing. A portion of the grant is to be provided for training costs and the remainder of the grant is for driver reimbursement. Transportation Services has facilitated two grant submissions resulting in \$8,000 being received by contractors and operators for the school bus driver grant.

The second initiative was the Driver Competency Training Grant. This section of the grant is for additional training post-licensing. To be eligible for the Driver Competency Training Grant, a driver must complete at least 50 hours of training over a six-month period that covers content in all nine competency areas. At this time, Transportation Services has not

submitted any applications for this grant but anticipates some applications to be submitted in 2024.

Transportation Services facilitates the School Bus Driver Grant submission process by receiving the applications from contractors, reviewing the information to confirm eligibility, and submitting these applications as well as a School Authority Information Form to Alberta Transportation and Economic Corridors (TEC). Once approved, the grant dollars are received by Sturgeon Public Schools before being forwarded to the contractors.

**2023-2024 Ridership**



**Communication**

In case of bus delays exceeding five minutes or route cancellations, Transportation Services utilizes the Bus Status page. As soon as information is updated on the website's Bus Status page, automatic notifications are dispatched to all subscribed parents with students assigned to the affected route. This streamlined process facilitates quick access for parents and schools to stay informed about any route changes. Transportation Services strongly encourages parents and staff to download the app to ensure prompt receipt of notifications.

All buses are equipped with two-way radios, along with the Transportation Services office. This allows staff members to maintain radio communication with bus operators and provides an important line of contact while buses are en route.

Transportation Services provides weekly update emails to all contractors to ensure that information is being shared consistently. Along with the weekly updates, any individual contractor information is shared as required on a daily basis. Transportation Services also maintains an open door policy and often connects with contractors and bus operators face to face when time allows.

## **Safety & Compliance**

### **Safely on Board**

Transportation Services supports each of the school locations that have Preschool & Kindergarten classes in their buildings to be able to access the Safely on Board program. The program is interactive and hands-on. This content is geared directly to the age and maturity level of the Preschool & Kindergarten students. The program is divided into time in the classroom as well as outside, on and around the bus. This allows the opportunity for all students to receive the information in the program, rather than only bus students. Transportation Services financially supports this program for all of the Preschool & Kindergarten classes, if the school chooses to offer the program.

### **Route Assessments**

Alberta Education requires the annual completion of a route assessment for every route. Transportation Services review the submitted forms highlighting any potential safety concerns that have been identified. Transportation Services then connects with Towns and Counties to bring forward any of the safety concerns which can be addressed, such as tree trimming or areas requiring road maintenance. The routes are also reviewed to eliminate hazards such as unsafe turnarounds whenever possible.

### **Bus Rules & Regulations**

A review of the Bus Rules & Regulations was conducted as a result of conversations during the annual school start up meetings. The team enhanced the rules around cell phone use on the bus and updated the wording of the document to be more concise.

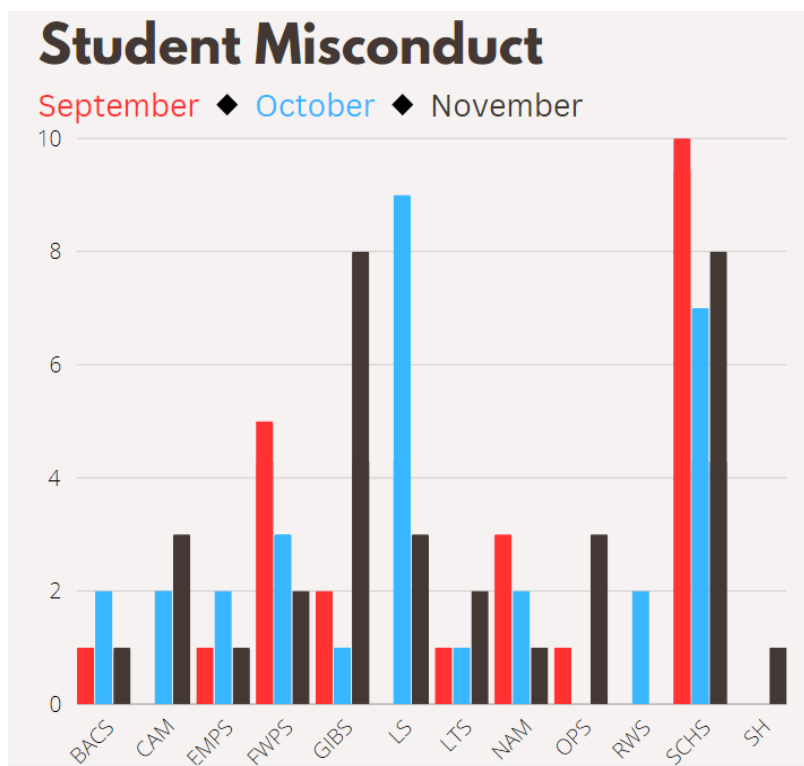
Transportation Services provided a copy of the Bus Rules & Regulations to all transportation families to ensure transparency of the enhancements made. In addition, the Bus Rules & Regulations was added to the end of the transportation online application form. Parents must acknowledge that they have carefully reviewed and discussed the bus rules and regulations with their child(ren) before they are able to submit their transportation application to request service.

### **Student Misconduct**

Transportation Services continues to assist with a collaborative relationship between school administration and bus operators in addressing student misconduct on buses. Bus operators and contractors can report incidents through an accessible online form. This form

is then shared with school administration for review and action. By identifying patterns of misconduct, schools can establish connections between bus behavior and classroom conduct, enabling them to develop effective support plans for students. This proactive approach ensures the safety of all students during transportation.

Below is a chart representing the number of misconduct incidents where bus operators have requested support from school administration at each school location between September and November.



**Bus Registration**

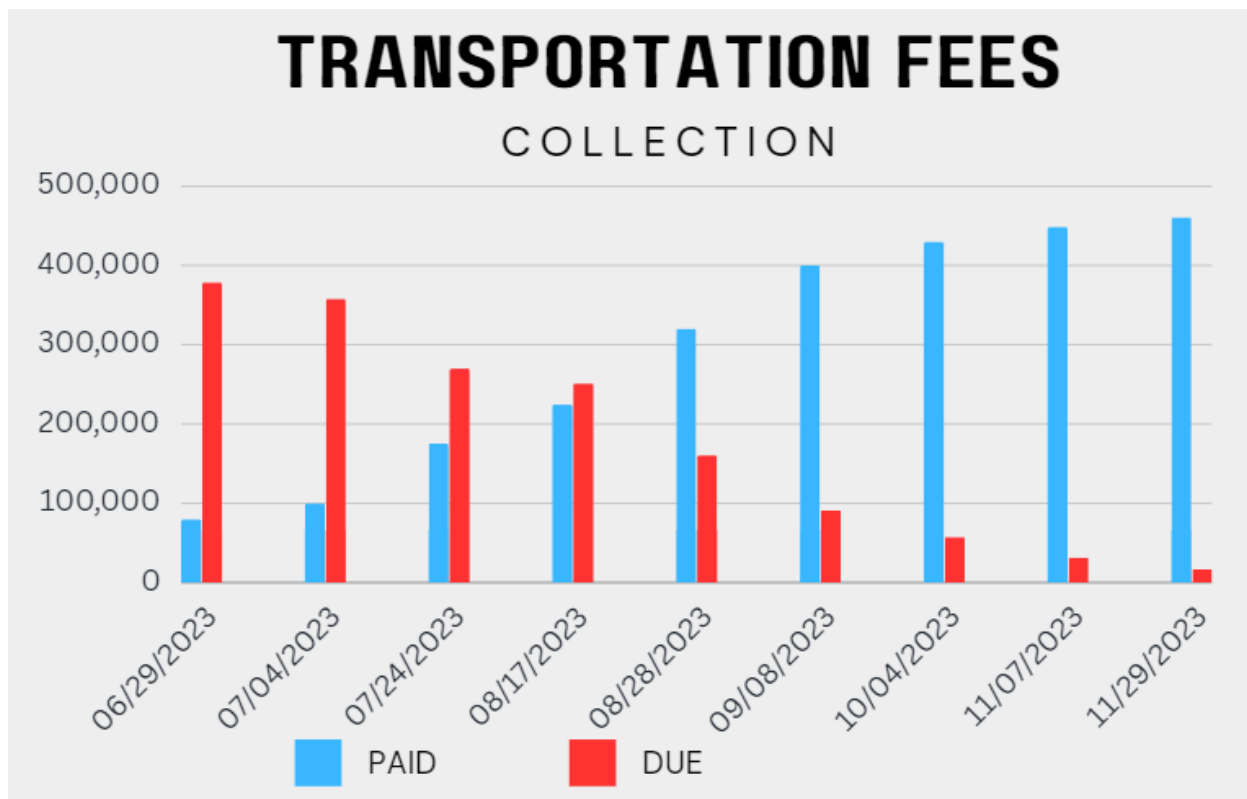
Transportation Services is already in the planning stages for the 2024-2025 school year. School registrations begin in February and in alignment with that date, transportation online applications will also be accepted. This allows parents to complete both required forms at the same time, which can be helpful for new families or families who have changes to make with their school or home locations.

Bus passes are issued to students once they have been registered and transportation service fees have been paid. This helps to track which students are assigned to each route. Transportation fees are posted to PowerSchool for payment as soon as mid-June for the upcoming school year.

**2023-2024 Transportation Fee Collection**

Transportation Services made a change to one of the fee categories for this school year. In the 2022-2023 school year, a fee category of “Choice” was added, which included students who were attending a School of Choice as well as students who were less than 2.4 kilometers from their school of residence. The change implemented split the “Choice” fee into two categories; “Choice” for students attending a School of Choice and “Ineligible” with the new criteria of less than 1 kilometer for Pre-K to Grade 6 and less than 2 kilometers for grades 7 to 12. This change allows Transportation Services to better track students being transported as well as more effectively determine transportation fees moving forward based on the Transportation Grant Funding received.

In the beginning months of the 2023-2024 school year, Transportation Services and school staff were intentional about transportation fee collection. Communication was sent out via email, paper statements and phone calls were made to ensure a variety of methods of communication were completed. Transportation Service suspensions occurred on November 27, 2023, as a last effort to collect transportation fees. As of December 1, 2023, the Department had a collection rate of 97% of all transportation fees assessed.



## **Challenges**

### **Bus Operator Shortages**

One common concern within Sturgeon Public Schools, as well as across the province, is bus operator shortages. Transportation Services has heard the most common concern is that there are no spare operators available, making it more difficult to cover absences of regular bus operators. Additionally, some bus contractors have been unable to apply for new transportation routes as they cannot find a bus operator to commit to a full time route. This has become a growing concern with our local contractors as it is a hindrance to their ability to compete.

Alberta Transportation and Economic Corridors has implemented the Training Costs and Driver Reimbursement Grant to assist with the current bus operator shortages and encourage new operators to begin their careers. This will assist contractors in being able to provide financial support to get bus operators trained and out on the road. The team is hopeful that this additional funding will help to get some additional support in place within the Division.

### **Parent Expectations**

With the changes to the funding available for transportation services, the Government also announced the expectation of reduced ride times and reduced transportation fees in the 2023-2024 school year. The expectations of parents continue to be a challenge for bus operators and Transportation Services to navigate. The team continues to work on keeping communication with parents from Transportation Services clear and concise. Working closely with schools continues to prove to be essential to ensure parents are receiving clear and consistent information.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

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

Not applicable.



**Date:** December 20, 2023 **Agenda Item:** 8.4

**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 - November & December 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 November & December 2023.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Communications Report for November & December 2023



# Board Memorandum

November & December, 2023



**Sturgeon  
Public Schools**

Dare to reimagine learning

Communications  
Report

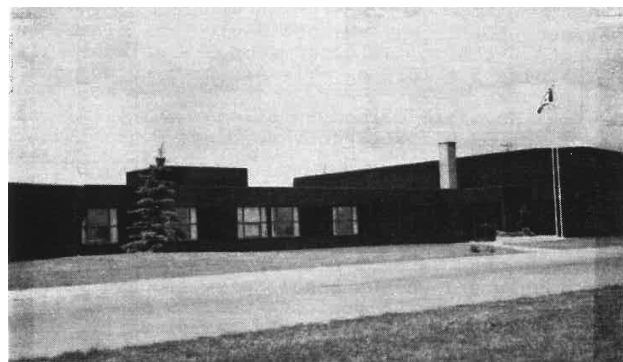
# OVERVIEW OF GOALS

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 November & December has been focused on:

## Aligns with Marketing Goal 2

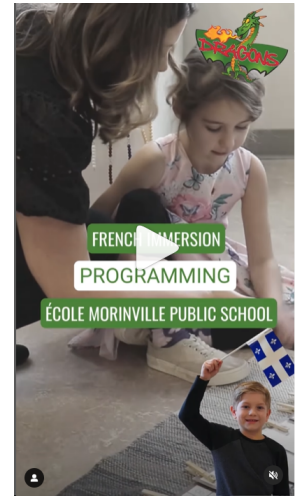
- Promoting the Pre-K & Kindergarten Expo. This month, our team orchestrated a comprehensive campaign for the upcoming Pre-K & Kindergarten Expo. We crafted Billboard Ads, Print Ads, Promotional Signs, and Digital Ads to spotlight our diverse programs. Each Kinder/Pre-Kindergarten program now has a dedicated video ad, strategically targeted in their respective catchment areas. This focused approach aims to maximize visibility and generate interest in the Expo, fostering growth for our programs.



Show me



Show me



Show me

## Aligns with Marketing Goal 2

- Organizing the Pre-K/Kindergarten Expo. In addition to crafting promotional items, we facilitated communication with program leaders in Outdoor Learning, STEAM, French Immersion, and Logos to ensure their participation at the Expo, offering insights into their respective programs. We also developed merchandise, including SPS coloring books featuring all School logos, and "Future SPS Grad" buttons for attending kids.
- To enhance accessibility, we established a user-friendly website landing page detailing Expo information and optimized search engine visibility. Additionally, a registration form was created to track attendance, offer catchment area details to families, and identify childcare needs.

# Communications in November and December has been focused on:

- Boosting Dual Credit and Off-Campus Learning: We designed promotional postcards to reach potential student employers at events like the St. Albert Chamber of Commerce Luncheon, which took place this month.

## Aligns with all Marketing Goal 5

**Empower Tomorrow's Workforce:**   
***PARTNER WITH US!***

Join us in supporting education and shaping the future workforce through our Dual Credit, Registered Apprenticeship, and Work Experience programs.

Here's how you can get involved:

- 1 Offer Real-World Experience:**  
Provide work experience, internships, or volunteer opportunities for students. 
- 2 Share Your Expertise:**  
Inspire students by sharing your industry insights through presentations. 
- 3 Contribute to Learning:**  
Collaborate on learning and training opportunities to prepare students for the workforce. 
- 4 Invest in Tomorrow**  
Support our programs and help nurture the skills of future professionals. 

**Questions?**  
Ready to make a difference? Let's chat about how your involvement can impact the next generation.

**Contact Us**

**Karl Morgan**  
Division Principal • Education Services  
kari.morgan@sturgeon.ab.ca  
Cell: 780-699-1474

**Sherri Devolder**  
Principal - Sturgeon Learning Centre  
sdevolde@sturgeon.ab.ca  
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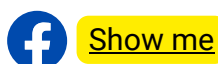
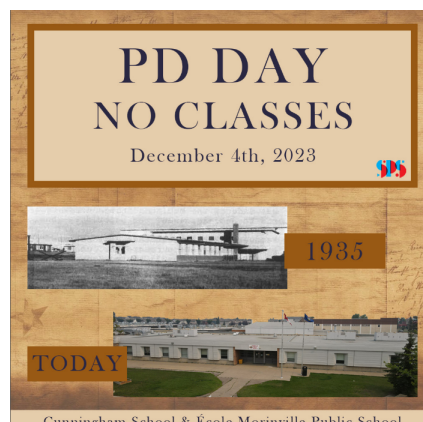


**Sturgeon Public Schools**  
Frank Robinson Centre  
9820 104 St, Morinville, AB  
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**Sturgeon Public Schools**  
Dare to reimagine learning™

- Continued the "Journey Through Sturgeon's History Series," featuring the history of École Morinville Public School.



# Sturgeon Public in the Media

## Aligns with Marketing Goal 5

- December 12, 2023 — Strike up the holiday bands  
**St Albert Gazette**
- December 6, 2023 — Fun and education at Ochre Park School  
**Redwater Review**
- December 13, 2023 — School News  
**Redwater Review**
- December 13, 2023 — School News  
**Morinville Free Press**
- December 1, 2023 — Legal Public School Feature  
**Legal Lerie**

## Upcoming Events

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- Christmas Break: December 25 - January 5



**Date:** December 20, 2023 **Agenda Item:** 8.5

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services

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

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

**Assurance Domain:** Governance

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

**Subject:** **Quarterly Financial Report**

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**Purpose:**

For information.

**Background:**

The Board annually approves a budget based on projected enrolments, revenues and expenses. The budget plots a course for the Board to provide educational services in its jurisdiction and to address local priorities. Responsible fiscal management requires the Board to monitor the Division's financial results to ensure that the organization operates according to its plan and to adjust operations if necessary.

This report provides the first quarter financial results as of November 30, 2023, as well as the year-to-date expenses as a percentage of the total annual and forecasted budget (see attachment). Target percentages as of November 30, 2023, for revenues and expenses, are between 25 percent (3/12 months) & 30 percent (3/10 months).

- Year-to-date revenues as of November 30, 2023: \$23.3 million or 25 percent of total forecasted revenues.
- Year-to-date expenses as of November 30, 2023: \$21.2 million or 26 percent of total forecasted expenses.
- Year-to-date operating surplus as of November 30, 2023: \$2.0 million.

The first quarter financial report shows a surplus position of \$2.1M. A first quarter deficit of approximately (\$1.5M) would be expected if the timing of all budget projections were perfect.

Overall Revenues (29%) are slightly higher than the benchmark. The Alberta Education/Infrastructure YTD Actual includes deferred revenue from 2022-2023 posted in the first quarter (\$2.3M) plus additional funding for the following:

- Dual credit enhancement funding
- School Bus Driver Grant
- Low incidence support services
- Learning disruption support funds

Fees, fundraising, and donations are recorded as revenue at the time of collection. Other Revenues include deferred ASBIE Proceeds (\$159K) and Gains on disposal of Capital Assets (\$34K).

Overall Expenses (25%) are slightly less than the Q1 Forecast.

Salaries and benefits are currently running slightly less than the budget, while services, contracts, and supplies are slightly higher than budgeted.

The Adjusted Budget – Fall 2023 corrected classification of Certificated and Non-certified Staff cost distributions. Staff recruitment challenges contribute to a variance in wages.

### **Conclusion:**

As of November 30, 2023, the Division reported \$23.3 million in year-to-date revenues, \$21.2 million in year-to-date expenses, and \$2.0 million in year-to-date surplus.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

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

1. Sturgeon Public School Division Quarterly Report Q1 November 30, 2023.



# QUARTERLY FINANCIAL REPORT

FIRST QUARTER (Q1)

SEPTEMBER 1, 2023 – NOVEMBER 30, 2023

Purpose of Quarterly Report:

- Monitor Activity
- Review Variances
- Highlight Key Points



## Fall Budget Adjustments

The following adjustments have been made to the 2023-2024 Budgeted Revenues:

### Alberta Education

Sept 30 2023 Enrolment - Base Instruction Funding Impact Est.	(\$331,098)
Dual Credit Grant Proceeds Added	\$125,000
School Bus Driver Grant	\$8,000
Low Incidence Support Services	\$46,625
Learning Disruption - Support Funds	\$101,513
Grant Proceeds Deferred from 2022-2023 incl. Dual Credit Grants	\$390,414
	<hr/> \$340,454

### Other Revenues

Mental Health Capacity Building Contract Increase	\$8,091
ASBIE Equity Proceeds Deferred from 2022-2023	\$158,954
Additional Interest Earned	\$300,000
Sales/External Services changes	\$189,888
	<hr/> \$656,933

<b>TOTAL</b>	<b><u><u>\$997,387</u></u></b>
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The following adjustments have been made to the 2023-2024 Budgeted Expenses:

Certificated & Non-Certified Salaries and Benefits	(\$31,982)
Services, Contract & Supplies	\$1,012,560
<b>TOTAL</b>	<b><u><u>\$980,578</u></u></b>

## 2023-2024 Revised Budget

	BUDGET - Approved May 2023	REVISIONS	ADJUSTED BUDGET - QUARTER 1
<b>REVENUES</b>			
Alberta Education/Infrastructure	\$74,734,338	\$340,454	\$75,074,792
Other - Government of Alberta	\$1,299,797	\$10,069	\$1,309,866
Federal Government/First Nations	\$1,086,100	\$0	\$1,086,100
Fees	\$1,940,675	\$4,200	\$1,944,875
Fundraising	\$54,000	\$0	\$54,000
Other Revenues	\$933,060	\$642,664	\$1,575,724
<b>TOTAL REVENUES</b>	<b>\$80,047,970</b>	<b>\$997,387</b>	<b>\$81,045,357</b>
<b>EXPENSES</b>			
Certificated Salaries & Benefits	\$43,447,868	\$920,409	\$44,368,277
Non-certified Salaries & Benefits	\$19,558,258	(\$952,391)	\$18,605,867
<i>Subtotal</i>	\$63,006,126	(\$31,982)	\$62,974,144
Services, Contracts & Supplies	\$16,492,044	\$1,012,557	\$17,504,601
Amortization	\$4,765,992	\$2	\$4,765,994
<b>TOTAL EXPENSES</b>	<b>\$84,264,162</b>	<b>\$980,578</b>	<b>\$85,244,740</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(\$4,216,192)</b>	<b>\$16,809</b>	<b>(\$4,199,383)</b>

A detailed line by line review of the Budget was completed. Budget revisions were necessary to reflect significant changes in revenue and expense estimates made after the Board approved 2023-2024 Budget on May 24, 2023. The Adjusted Budget – Fall 2023 corrected Certificated and Non-certified Staff cost distributions.

## Statement of Operations

As of November 30, 2023 (Q1)

Revenues	Approved Budget	Adjusted Budget	Q1 Forecast	Year-to-Date As of November 30, 2023 (Q1)	% Actual to Adjusted Budget	% Actual to Q1 Forecast
Government of Alberta	\$ 76,034,135	\$ 76,440,363	\$ 19,110,091	\$ 21,197,662	28%	25%
Federal Government and First Nations	\$ 1,086,100	\$ 1,086,100	\$ 271,525	\$ 325,830	30%	25%
Other Alberta school authorities	\$ -	\$ -	\$ -	\$ 5,800	0%	25%
Fees	\$ 1,940,675	\$ 1,944,875	\$ 583,463	\$ 1,053,357	54%	30%
Sales of services and products	\$ 189,904	\$ 373,614	\$ 93,404	\$ 92,624	25%	25%
Investment income	\$ 620,000	\$ 920,000	\$ 230,000	\$ 232,735	25%	25%
Gifts and donations, Fundraising	\$ 121,450	\$ 121,450	\$ 36,435	\$ 137,806	113%	30%
Other revenues - incl. rentals, misc. revenues, gains on disposals	\$ 55,706	\$ 158,955	\$ 39,739	\$ 223,533	141%	25%
<b>Total revenues</b>	<b>\$ 80,047,970</b>	<b>\$ 81,045,357</b>	<b>\$ 20,364,656</b>	<b>\$ 23,269,347</b>	<b>29%</b>	<b>25%</b>

### Expenses by Category

Certificated salaries and benefits	\$ 43,447,868	\$ 44,368,277	\$ 11,092,069	\$ 10,718,559	24%	25%
Non-certificated salaries, wages and benefits	\$ 19,558,258	\$ 18,605,867	\$ 5,023,584	\$ 4,813,540	26%	27%
Services, contracts, supplies, interest & finance charges	\$ 16,492,044	\$ 17,504,602	\$ 4,551,197	\$ 4,516,989	26%	26%
Amortization of tangible capital assets - supported, unsupported, ARO	\$ 4,765,992	\$ 4,765,994	\$ 1,191,499	\$ 1,162,913	24%	25%
<b>Total expenses</b>	<b>\$ 84,264,162</b>	<b>\$ 85,244,740</b>	<b>\$ 21,858,348</b>	<b>\$ 21,212,001</b>	<b>25%</b>	<b>26%</b>
<b>Annual operating surplus (deficit)</b>	<b>\$ (4,216,192)</b>	<b>\$ (4,199,383)</b>	<b>\$ (1,493,693)</b>	<b>\$ 2,057,346</b>	<b>-49%</b>	<b>0%</b>

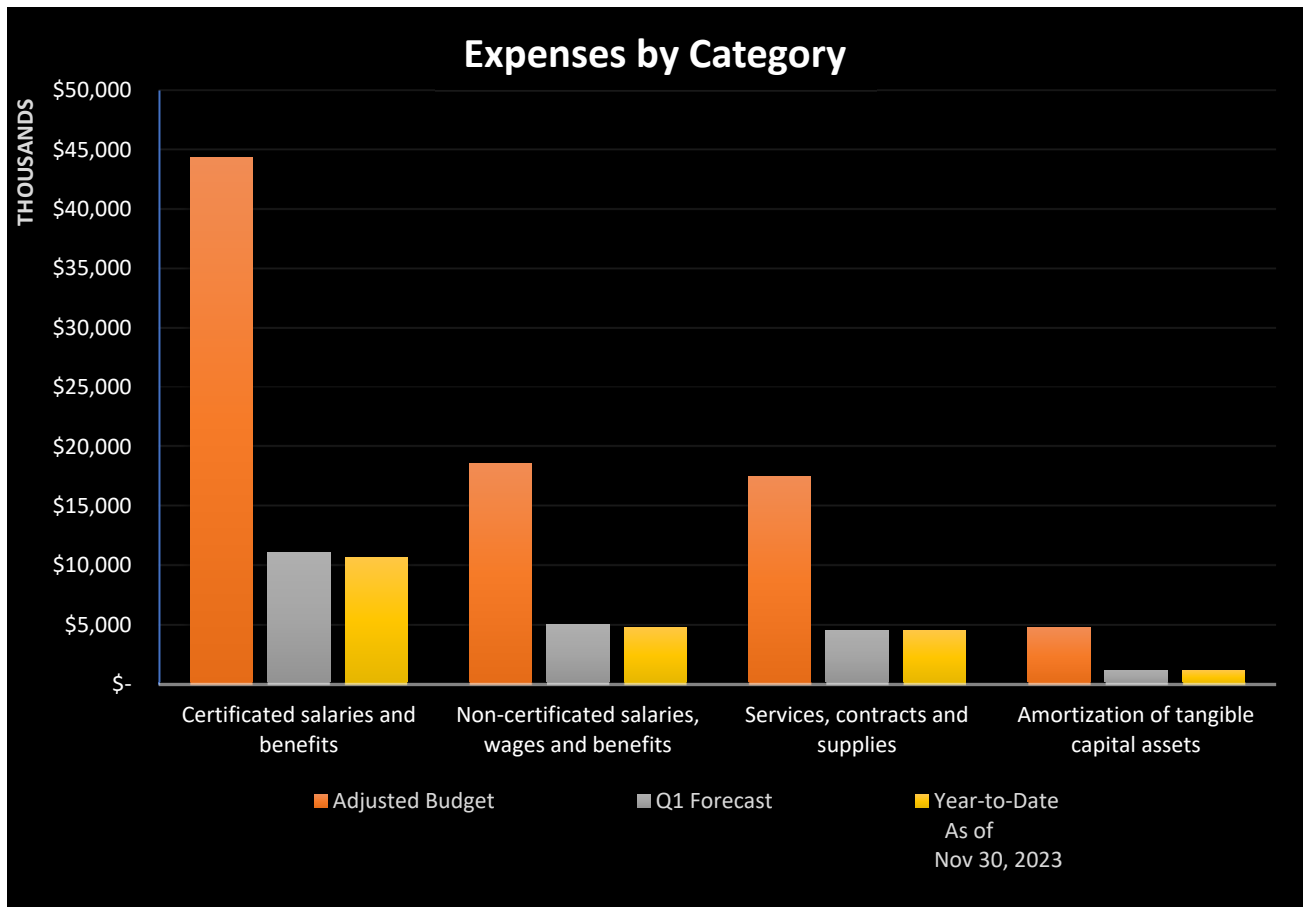
### Expenses by Program

Instruction - ECS - Grade 12	\$ 64,700,156	\$ 65,529,064	\$ 16,697,920	\$ 16,176,097	25%	25%
Operations and maintenance	\$ 10,536,442	\$ 10,761,089	\$ 2,690,272	\$ 2,470,620	23%	25%
Transportation	\$ 5,825,109	\$ 5,787,732	\$ 1,678,442	\$ 1,711,344	30%	29%
System administration	\$ 2,842,693	\$ 2,881,344	\$ 720,336	\$ 740,456	26%	25%
External services	\$ 359,762	\$ 285,511	\$ 71,378	\$ 113,484	40%	25%
<b>Total expenses</b>	<b>\$ 84,264,162</b>	<b>\$ 85,244,740</b>	<b>\$ 21,858,348</b>	<b>\$ 21,212,001</b>	<b>25%</b>	<b>26%</b>
<b>Annual operating surplus (deficit)</b>	<b>\$ (4,216,192)</b>	<b>\$ (4,199,383)</b>	<b>\$ (1,493,693)</b>	<b>\$ 2,057,346</b>	<b>-49%</b>	<b>0%</b>

## Expenses by Category

In thousands

Expenses by Category	Adjusted Budget	Q1 Forecast	Year-to-Date As of Nov 30, 2023
Certificated salaries and benefits	44,368,277	11,092,069	10,718,559
Non-certificated salaries, wages and benefits	18,605,867	5,023,584	4,813,540
Services, contracts and supplies	17,504,602	4,551,197	4,516,989
Amortization of tangible capital assets	4,765,994	1,191,499	1,162,913
<b>Total expenses</b>	<b>\$ 85,244,740</b>	<b>\$ 21,858,349</b>	<b>\$ 21,212,001</b>





**Date:** December 20, 2023 **Agenda Item:** 8.6

**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.

During the October 25, 2023, Public Board meeting, it was reported that the Superintendent Discretionary spending for the period of September 20 to October 18 included the addition of 0.1FTE to the full time Social Worker position at Sturgeon Composite High School to support the Student Success Centre at an additional cost of \$8,242 against the budget.

During the November 29, 2023, Public Board meeting, it was reported that the Superintendent Discretionary spending for the period of October 19 to November 22 included additional funds (retroactive to August 31) required to cover the actual cost of the 7.0FTE Child and Youthcare Workers for the 2023-2024 school year and additional teacher FTEs at Guthrie School, Namao School and Landing School for an additional cost of \$139,410 against the budget.

**Update:**

November 23, 2023 - December 13, 2023, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- Additional 0.61FTE for an EA for specialized programming at SCHS. The Principal had 0.39FTE remaining in RPT for 2023-2024. This provides a 1.0EA.
- 1.0FTE Child and Youthcare Worker at Lilian Schick. Grade 8 LOGOS. New student with complex needs.
- 1.0FTE Child and Youthcare Worker at Ochre Park. Supporting students with complex needs.
- Top up funds allocated to support a 1.0FTE Child and Youthcare Worker at Lilian Schick. New student with complex needs, partially funded through Jordan's Principle.
- Top up funds allocated to support a 1.0FTE Child and Youthcare Worker at Redwater School. New student with complex needs, partially funded through Jordan's Principle.
- 0.4FTE for a Teacher at Landing Trail to support complex needs.
- 0.5FTE EA at Landing Trail to support new enrolments with complex needs in Pre-Kindergarten class.
- 1.0FTE Social Worker Division Wide to address large caseload numbers.



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	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	
Landing Trail School	0.40		\$ 30,800	Monday, December 11, 2023	
<b>Total</b>	<b>1.08</b>				<b>\$91,740.00</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	
EA at SCHS	0.6		\$ 18,489.10	Thursday, November 16, 2023	
EA at LT	0.5		\$ 15,155.00	Monday, December 11, 2023	
<b>Total</b>	<b>1.11</b>				<b>\$33,644.10</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	
Child and Youthcare Workers	7.00		\$ 78,470.00	Thursday, August 31, 2023	
Child and Youthcare Worker	1.00		\$ 39,830.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 39,830.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 9,520.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 9,520.00	Monday, December 11, 2023	
Social Worker Division-Wide	1.00		\$ 56,200.00	Monday, December 11, 2023	
<b>Total</b>	<b>12.60</b>				<b>\$269,868.00</b>
<b>Total Costs</b>					<b>\$395,252.10</b>
<b>Total budget remaining</b>					<b>\$204,747.90</b>

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.

**Date:** December 20, 2023 **Agenda Item:** 8.7

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

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

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

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

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

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

**Subject: Superintendent Report****Purpose:**

For information.

**Background:**

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



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.

- ★ In the ongoing effort to foster well-being and a positive perspective within the Division, the Human Resources shared information about the [Winter Wellness Campaign](#) with School Administration teams. As the days grow shorter and winter settles in, the campaign encourages a shift in perspective, emphasizing the unique gifts that the winter season offers. Human Resources aims to engage leadership teams in schools to disseminate information and promote participation in this campaign among staff members. Through weekly themed activities and ideas, the campaign aims to transform the winter season into a time of health, coziness, and self-care. The goal is to create a sense of joy and appreciation for the winter wonderland, promoting overall wellness within the educational community.
  - Mental Health and Wellness Article for Staff - shared with leaders Dec 13, 2023
    - [Five Ways to Protect Your Mental Health from Holiday Stress](#)
  
- ★ In response to hearing about Trustees being unavailable to attend Mayor Alanna Hnatiw's, Sturgeon County, State of the County Address, the Mayor reached out to the Superintendent and shared a [YouTube link](#) of the address. This underscores the importance of fostering positive relationships with municipal partners. Such collaborative efforts contribute to strengthening ties with the community, aligning the Division's mission with broader local governance goals.

- ★ The Principal from Alternate Learning and the Division Principal recently met with Alanna Hnatiw, the Mayor of Sturgeon County, which resulted in connections with NAIT and the Energy Futures Lab, which proved beneficial for the Division. The Mayor connected our leaders with contacts at Women Building Futures and a local Heavy Equipment training facility. Moreover, the Mayor generously offered support in the development of the Division's potential future aviation curriculum, showcasing a proactive commitment to advancing educational initiatives and fostering valuable partnerships within the community.
- ★ On December 6, the Principal of Alternate Learning and Division Principal delivered a presentation at the Morinville Chamber of Commerce, focusing on the topics of Work Experience, Registered Apprenticeship Program (RAP), Dual Credit and Green Certificate programs. The presentation provided valuable insights into the Division's approach to these initiatives, showcasing the collaborative efforts to enhance educational opportunities for students. They presented the benefits for students, for businesses/employers and our communities. The presentation aimed to foster understanding and support within the community, showcasing the commitment to innovation and excellence in education.
- ★ In a festive gesture, the Superintendent is hosting a Central Office Christmas Party themed "Flannel & Festivities". The Central Office staff received a formal invitation to join the holiday celebration scheduled for the afternoon of December 22nd. The event promises an array of enjoyable activities, including games, hot chocolate, and delectable desserts. The unique theme encourages attendees to wear plaid, adding a touch of warmth and holiday spirit to the gathering. The Superintendent is committed to fostering a positive and inclusive work environment during the holiday season.

### **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.

- ★ On December 6th at SCHS, a Skills Canada Alberta presentation during blocks 1 and 2 aimed to equip students with the skills crucial for success in trades and technologies. The presentation highlighted the importance of trade and technology-based careers and emphasized the organization's goals, including improving the public perception of these careers, promoting career path opportunities, enhancing technological education quality, and fostering strong links between business, education, government and labor. Skills Canada Alberta envisions becoming a model of excellence in promoting skilled trade and technology careers to youth in the province and the country. The event aimed to encourage students to recognize the value of completing secondary and post-secondary education for personal development and future employability.

- ★ This year's Computer Science Education Week took place from December 4 to 8, 2023. The focus was on the "Impacts of Computing," exploring the positive and negative effects of computer science on various aspects of our lives. Activities organized by Hour of Code, Canada Learning Code, Google and Minecraft incorporated components of artificial intelligence, with non-AI options available for teachers and students. All events and activities were accessible through the Education Technology website, and additional details were provided in the [attached PDF](#). Educators were encouraged to share this information with their peers for use in classroom activities during CS Ed Week.

### **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.

- ★ The Director of Education Planning provided school leaders with a Master Assessment Plan Template, which played a crucial role in their November Professional Development session. During this session, the focus was primarily on assessment and participants benefited from dedicated support and time to work on their individual school assessment and education plan updates.
- ★ The Superintendent completed three-day Therapeutic Crisis Intervention for Schools training alongside SPS staff at Central Office on December 5, December 11 and December 18. The training aimed to provide a systems approach to support students, staff and schools in creating safe, caring and respectful learning and work environments. The sessions covered self-reflection, communication, brain science, crisis model and other related topics.
- ★ The CASS Zone 2/3 virtual meeting, exclusively for regulated members, took place with a comprehensive agenda on December 13. The morning session included updates from the CASS Board, featuring reports from President Andrea Holowka, CEO David Keohane, and Director Krimsen Sumners. Following this, both regulated and non-regulated members were introduced, setting the stage for a significant professional development topic—stakeholder engagement. A panel discussion ensued, providing a platform for members to share experiences and pose questions. The afternoon session comprised business meetings with information reports on various topics, including reports from ARPDC, Women in Leadership, Continuing Education Program, First Nation Métis Inuit Action Committee, Rupertsland and the Alberta Assessment Consortium.

### **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.

- ★ Ed Services Strategic Planning meeting on Dec. 12. This was the second meeting of the year. The Superintendent met with the team to discuss the following topics:
  - How are we building capacity in our staff across the Division?
  - How are we building teacher efficacy?
  - Therapeutic Crisis Intervention in Schools, creating a long-term, multi-year plan.
    - Addressing our complex classrooms
  - Team approach - how are we connecting SHINE and HYPE to our schools?
  - New curriculum?
    - Supporting our teachers
  - RCSD Model
    - Rebuilding our own
  - Sustainable staffing in our schools
  - Having challenging/fierce conversations
  
- ★ The Monthly Admin Council on Dec. 13 brought together Sr. Administration, Directors, Managers, Coordinators and Principals for the morning business meeting which included department updates and Leadership Discussions around the following topics:
  - Personal legacy exploration
    - Individual reflection
    - table sharing
    - group sharing
  - Accelerating and Inspiring Trust
    - Intent Accelerators:
      - How does my team know I care about them?
      - What can I do to be more transparent?
      - How could I be more motivated by the interests of my team?
      - How can I find out what is in my team's best interest? How will I act on it?
    - Capability Accelerators:
      - What are my strengths and natural talents? (Activity)
      - How do I make my team complimentary?
      - Where is my industry going?
      - What do I need to do to stay ahead of the curve?

SLQS, LQS & TQS Results in Quality school leadership, teaching and optimum learning						
Central Office	Ongoing Analysis of the Context	LEADS TO	Decisions about what leadership knowledge and abilities to apply.	RESULTS IN	Quality school leadership	Optimum learning for all Students
School Leadership			Decisions about which pedagogical knowledge and abilities to apply.		Quality teaching	
Teachers						

- ★ Follow-up to **The 4 Essential Roles of Leadership** professional development September 18-19, 2023. December 1-15, all Principals, Vice Principals, Coordinators, Managers, Directors and Sr. Leadership participated in a 360 Diagnostic Assessment (Leadership Benchmark). The 4 Essential Roles of Leadership Benchmark is an assessment that gathers feedback from the leader (self-assessment), their “Boss” (Direct Manager/Direct Report), and “Others” (staff who report to the person). The feedback from the assessment will help leaders create an action plan to implement The 4 Essential Roles of Leadership and become more effective leaders. All responses were anonymous except for the ‘boss category’. The reports are confidential and used for professional growth purposes only.

### **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.

- ★ In December, the Indigenous Education Supports for Truth and Reconciliation shifted its monthly focus to Treaties and Land Agreements. This dedicated emphasis underscores the commitment to advancing understanding and awareness of the historical and contemporary significance of treaties and land agreements within Indigenous education. The initiative aims to provide valuable insights into the relationships between Indigenous communities and the broader population, fostering a deeper appreciation for the cultural, legal, and social aspects embedded in these agreements. Through this focused exploration, the Indigenous Education Hub strives to promote inclusivity, respect and a more comprehensive understanding of the shared history that informs the educational experiences of all community members.
- ★ The December meeting of the Call to Action cohort held a captivating continuation of their exploration of place as a powerful teaching tool on December 7th. The cohort seized an extraordinary opportunity to gather at Elder Bob Cardinal's Teaching Lodge in Enoch, where they were joined by the esteemed Dr. Dwayne Donald. Against the backdrop of this culturally rich setting, participants delved into a profound discussion on the significance of children, the transformative power of love, and the interconnectedness of relationality. The meeting provided a unique and enlightening experience, fostering a deeper understanding of these essential aspects within the context of education and community-building.
- ★ On the afternoon of December 13, Education Planning hosted the school administrative teams (Principals and Vice Principals) at the Morinville Leisure Centre, focusing on Leadership Professional Learning (LQS 5) with an engaging session on Indigenous Games led by Lyndon Suntjens. This initiative reflects a commitment to Leadership Quality Standard 5, emphasizing the importance of ensuring First Nations, Métis, and Inuit education for all students. The session provided an opportunity for participants to connect,

share insights and acquire valuable foundational knowledge in the context of Indigenous Games, contributing to a more inclusive and culturally responsive educational environment.

### **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.

- ★ In a proactive measure to support consistent, effective teacher evaluations, the Human Resources department recently distributed the Mid-Point Evaluation Template for Teachers to school leadership teams. This template is specifically created to streamline the mid-point check-in process for teacher evaluations.
- ★ In an effort to promote enhanced collaboration at Central Office, a strategic initiative is underway to relocate offices on December 21. This move aims to facilitate better coordination among specific departments, fostering a more efficient and synergistic work environment. Future plans extend to spring break, where a more significant rearrangement is anticipated. This upcoming shift involves the Morinville Learning Centre and the Boardroom swapping places, with the intent to establish a clearer and more purposeful layout for the Learning Centre within its originally designated space. These strategic office relocations underscore a commitment to creating an environment that puts students first, maximizes teamwork and ensures that each department's physical placement aligns with its functional objectives.
- ★ The proposed changes in the Memorandum of Agreement between Sturgeon Public Schools and The Alberta Teachers' Association include compensation for teachers working outside the usual school year, paid leave for principals and vice principals, and administrative allowances emphasizing operational readiness and scheduling flexibility. The agreement commits to a reliable substitute teacher booking system, maintains a job share initiative list, and allows temporary leave of absence due to unsafe road conditions. Additionally, it ensures the external posting of new school year positions and includes Letters of Understanding about professional development for substitute teachers, along with detailed conditions for distributed education at specific learning centers, covering aspects like course assignments, design expectations, class composition, and enrollment processes. For more detailed information, see Public Board Meeting Agenda Item #7.1.

### **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 first Student Advisory Committee meeting for the 2023-2024 school year convened on November 28, featuring engaging activities and discussions. A team-building exercise called "Hold the Rope" demonstrated the importance of communication, encouragement, and initiative in leadership. Students expressed appreciation for teacher support and school spirit, while desiring more non-sport related activities. The meeting also explored students' views on citizenship through the Tug-O-Words activity. Discussions delved into the reasons why some students don't follow rules, lack of enforcement and proposed solutions included united rule enforcement and fostering a positive culture. The session concluded with students sharing their thoughts on what they want school staff to know and how they can contribute positively.
  
- ★ December 13, 2023, NSBA Rural Education Virtual Summit. A gathering of Rural Boards/Superintendents to address unique challenges and opportunities in rural education in the United States. The Superintendent joined the Board Chair, the Vice Chair, Trustee Buga and Trustee Murray-Elliott to hear about innovative strategies initiated in different American States to foster a supportive network that empowers rural communities to enhance educational outcomes and promote equitable access to quality education.
  
- ★ Following the Council of School Councils' meeting, all feedback was gathered and analyzed. In response to the valuable insights shared during the evening, a strategic initiative was launched to create a dedicated [website](#) specifically for School Councils. This online platform aims to serve as an effective means of communication creating a "one stop shop" for all School Councils to find pertinent information and collaborate with each other. The decision reflects a commitment to continuous improvement and a recognition of the pivotal role communication plays in the success of the Division.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.



**Date:** December 20, 2023 **Agenda Item:** 8.8

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Governance Policy:** [AP235: Operational School Year Calendar](#)

**Additional Reference:** [Education Act](#)

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

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

School Authority Operations and Resources

**Subject:** **Administrative Procedure 235: Operational School Year and Calendar**

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**Purpose:**

For information.

**Background:**

A review was conducted of *Administrative Procedure 235: Operational School Year and Calendar*. The amended Administrative Procedure aligns with the requirements as set out in the Education Act to ensure sufficient instructional days to attend to the hours of instruction required by Alberta students.

In addition, amendments were implemented to ensure that all employee groups were appropriately addressed in the review process. Removing the last day of operations provides the Board with greater flexibility in determining the School Year Calendar.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 235: Operational School Year and Calendar - Clean Copy
2. Administrative Procedure 235: Operational School Year and Calendar - Tracked Changes



## **Administrative Procedure 235**

# **Operational School Year and Calendar**

**Responsible Administrator: Associate Superintendent, Human Resources**

## **PURPOSE**

A board shall determine and make publicly available for each school year the days, dates and number of days of school operation (Education Act Section 60).

## **PROCESS**

The Associate Superintendent Human Resources will be responsible for the process of establishing the operational school year.

## **DEFINITIONS**

- a) Instructional Day: A day during the school year when students receive instruction.
- b) Instructional Time: Assigned time of instruction to students.
- c) Non-instructional Day: A day when school staff have duties assigned by the Board, but students do not attend.
- d) Non-operational Day: A day that students and staff do not attend, including but not limited to Fall, Winter, Spring and Summer Breaks and general holidays.
- e) Operational Day: A day on which teachers provide instruction and/or have other duties assigned by the Board (includes both instructional and non-instructional days).
- f) School Calendar: Includes instructional, non-instructional and operational days.

## **PROCEDURE**

### **Approval in Principle**

1. An operational school year calendar, which includes the School Operational Calendar Day Count and Details, shall be prepared for approval in principle by the Board on or before April 1 one full school year preceding the operational school year through a formal process that includes:
  - 1.1 Senior Executive initial review;
  - 1.2 Committee of the Whole initial review, and
  - 1.3 Board approval.

## Final Approval

2. The operational school year calendar shall be prepared for final approval by the Board on or before November 1 of the preceding operational school year through a formal process that includes:
  - 2.1 Senior Executive final review;
  - 2.2 Committee of the Whole final review;
  - 2.3 Administrative Council review;
  - 2.4 Teacher-Board Advisory Committee (TBAC) review
  - 2.5 Canadian Union of Public Employees Local 4625;
  - 2.6 School Council review, and
  - 2.7 Board final review and approval
3. The school year shall meet the requirements as set out in the Education Act and will generally provide for sufficient instructional days to attend to the hours of instruction required by Alberta students.
4. The first day of operation in the school year shall be established to ensure that:
  - 4.1 students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education
    - 4.1.1 Early Childhood Services (ECS): 475 per school year
    - 4.1.2 Grades 1 through 9: 950 hours per school year
    - 4.1.3 Grades 10 through 12: 1000 hours per school year (500 per semester)
  - 4.2 teachers have access to any professional development activity deemed necessary at the Division or school level, and
  - 4.3 school staff have time deemed necessary for school year start-up.
5. The following shall be classified as non-operational periods:
  - 5.1 Labour Day
  - 5.2 National Day for Truth and Reconciliation Day
  - 5.3 Thanksgiving Day
  - 5.4 Remembrance Day
  - 5.5 Family Day
  - 5.6 Good Friday
  - 5.7 Easter Monday
  - 5.8 Victoria Day
  - 5.9 Summer Break
  - 5.10 Christmas Break
  - 5.11 Spring Break
  - 5.12 Fall Break
6. There shall be two (2) days in each school year for Teachers' Convention.
7. The Board may approve operational, non-instructional days for some or all of the following purposes:
  - 7.1 Parent/teacher conference – two (2) days
  - 7.2 Opening and closing of schools at the beginning and the end of the school year
  - 7.3 Professional Development days

## References:

[Policy 225: Role of the Board](#)

School Operational Year Calendar Details

School Operational Year Calendar Day-Count

School Operational Year Calendar

Three Year Educational Plan

Education Act: Section 60

Guide to Education ECS to Grade 12

## **History**

2020 Jan 29 Initial Approval

2022 Mar 23 Amended

2023 Dec 20 Amended

## Administrative Procedure 235

# Operational School Year and Calendar

Responsible Administrator: Associate Superintendent, Human Resources

## PURPOSE

A board shall determine and make publicly available for each school year the days, dates and number of days of school operation (Education Act Section 60).

~~Sturgeon Public Schools must establish an operational school year calendar in accordance with the Education Act with the opening day, closing day and the number of days of school operation in each school year.~~

## PROCESS

The Associate Superintendent Human Resources will be responsible for the process of establishing the operational school year.

## DEFINITIONS

- a) Instructional Day: A day during the school year when students receive instruction.
- b) Instructional Time: Assigned time of instruction to students.
- c) Non-instructional Day: A day when school staff have duties assigned by the Board, but students do not attend.
- d) Non-operational Day: A day that students and staff do not attend, including but not limited to Fall, Winter, Spring and Summer Breaks and general holidays.
- e) Operational Day: A day on which teachers provide instruction and/or have other duties assigned by the Board (includes both instructional and non-instructional days).
- f) School Calendar: Includes instructional, non-instructional and operational days.

## PROCEDURE

Approval in Principle

1. An operational school year calendar, which includes the School Operational Calendar Day Count and Details, shall be prepared for approval in principle by the Board ~~of Trustees~~ on or before April 1 one full school year preceding the operational school year through a formal process that includes:
  - 1.1 Senior Executive initial review;
  - 1.2 Committee of the Whole initial review, and
  - 1.3 Board approval.~~Meeting approval in~~

## Final Approval

2. The operational school year calendar shall be prepared for final approval by the Board of ~~Trustees~~ on or before November 1 of the preceding operational school year through a formal process that includes:
  - 2.1 Senior Executive final review;
  - 2.2 Committee of the Whole final review;
  - 2.3 Administrative Council review;
  - 2.4 Teacher-Board Advisory Committee (TBAC) review
  - [2.5 Canadian Union of Public Employees Local 4625](#);
  - ~~2.65~~ School Council review, and
  - ~~2.67~~ Board of ~~Trustees~~ final [review and approval](#).
3. ~~The school year shall meet the requirements as set out in the Education Act and will generally provide for sufficient instructional days to attend to the hours of instruction required by Alberta students. The operational school year calendar will have no less than 180 instructional days.~~
4. The first day of operation in the school year shall be established to ensure that:
  - 4.1 students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education
    - [4.1.1 Early Childhood Services \(ECS\): 475 per school year](#)
    - [4.1.2 Grades 1 through 9: 950 hours per school year](#)
    - [4.1.3 Grades 10 through 12: 1000 hours per school year \(500 per semester\)](#)
  - 4.2 teachers have access to any professional development activity deemed necessary at the Division or school level, and
  - 4.3 school staff have time deemed necessary for school year start-up.
- ~~5. The last day of operation in the school year shall be June 30, except when that date falls on a Saturday or Sunday.~~
- ~~6. A fixed Christmas school break shall be established which shall include two (2) full weeks and encompass the December 24 to January 2 period.~~
- ~~7. A fixed spring school break shall consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval. The March break shall commence either the final full operational week of March or the last Monday of March.~~
- ~~8. A fixed fall school break shall be established which shall consist of five (5) consecutive school days. The fall break shall commence in November inclusive of Remembrance Day should it occur during the five (5) day interval and the day in lieu.~~
- ~~859.~~ The following shall be classified as non-operational periods:
  - ~~859.1~~ Labour Day
  - ~~598.2~~ National Day for Truth and Reconciliation Day
  - ~~598.3~~ Thanksgiving Day
  - ~~598.4~~ Remembrance Day
  - ~~598.5~~ Family Day
  - ~~598.6~~ Good Friday
  - ~~598.7~~ Easter Monday
  - ~~598.8~~ Victoria Day
  - ~~598.9~~ Summer ~~School~~ Break
  - ~~598.10~~ Christmas ~~School~~ Break
  - ~~598.11~~ Spring ~~School~~ Break
  - [59.12](#) ~~Fall School~~ Break
69. There shall be two (2) days in each school year for Teachers' Convention.
740. The Board may approve operational, non-instructional days for some or all of the

following purposes:

~~740.1~~ Parent/teacher conference – two (2) days

~~74.2~~ Opening and closing of schools at the beginning and the end of the school year—  
~~one (1) day (Senior High), three (3) days (Elementary/Junior High)~~

~~740.3~~ Professional Development days

~~740.4~~ Other days approved by the Board in accordance with the Education Act.

~~After the approval of the school year by the Board, the Superintendent shall ensure that  
the Minister is advised in accordance with the Education Act.~~

## References:

[Policy 225: Role of the Board](#)

~~Board Policy: 205 Operational School Year~~

School Operational Year Calendar Details

School Operational Year Calendar Day-Count

School Operational Year Calendar

Three Year Educational Plan

Education Act: Section 60

[Guide to Education ECS to Grade 12](#)

## History

2020 Jan 29 Initial Approval

2022 Mar 23 Amended

[2023 December 20 Amended](#)



**Date:** December 20, 2023  
**To:** Board of Trustees  
**From:** Irene Gibbons, Ward 7  
**Governance Policy:** [Policy 235: Board Operations](#)  
**Subject:** Trustee Report

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**Purpose:**  
For information.

**Background:**

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

- December 6, 2023 Committee of the Whole
- December 13, 2023 Meeting with the Town Of Bon Accord
- December 13, 2023 National School Board Association Rural Education Virtual Summit
- December 15, 2023 Meeting with Superintendent
- December 18, 2023 Member of Parliament visit Social 30-1 Class Presentation SCHS
- December 20, 2023 Public Board meeting
- December 20, 2023 Gibbons School Christmas Concert



**Date:** December 20, 2023  
**To:** Board of Trustees  
**From:** Trish Murray-Elliott, Ward 4  
**Governance Policy:** [Policy 235: Board Operations](#)  
**Subject:** Trustee Report

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**Purpose:**  
For information.

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

- December 6 Committee of the Whole
- December 6 Four Winds School Outcome Based Reporting Info Session
- December 7 Sturgeon Heights Winter Concert
- December 13 NSBA Rural Education Summit
- December 14 Sturgeon Composite High School Winter Concert
- December 15 Staff Appreciation Cards to SCHS and Sturgeon Heights
- December 18 MP Dane Lloyd at SCHS
- December 20 Public Board Meeting





**DeccDate:** December 20, 2023  
**To:** Board of Trustees  
**From:** Tasha Oatway-McLay, Ward 6  
**Governance Policy:** [Policy 235: Board Operations](#)  
**Subject:** Trustee Report

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**Purpose:**  
For information.

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

- Dec 6, 2023 Committee of the Whole
- Dec 11, 2023 Guthrie School Council
- Dec 15, 2023 SCHS Winter Concert
- Dec 20, 2023 Public Board Meeting
- Dec 20, 2023 Guthrie Winter Concert



**Date:** December 20, 2023 **Agenda Item:** 9.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Committee of the Whole  
Senior 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 Report**

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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 December 6, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Senior Administrative Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Unapproved Minutes of the Meeting - December 6, 2023 (To be brought forward for approval at the January 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, December 6, 2023, at 9:00 a.m.

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### 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

Sean Nicholson, Associate Superintendent, Corporate Services

Lisa Lacroix, Associate Superintendent, Human Resources

Shannon Campbell Requa, Director, Education Planning

*left meeting at 11:00 a.m.*

\*Shelley Greenwood, Director, Learning Services *arrived at 1:00 p.m.*

*left meeting at 1:35 p.m.*

Michelle Wilde, Recording Secretary

*left meeting at 2:35 p.m.*

### Presentation Attendees:

Sherry Devolder, Principal

*arrived at 9:01 a.m.*

*left meeting at 9:30 a.m.*

Candace McLean, Teacher

*arrived at 9:01 a.m.*

*left meeting at 9:30 a.m.*

Iain Jamieson, Principal

*arrived at 9:33 a.m.*

*left meeting at 10:19 a.m.*

Erin Stoffelen, Vice Principal

*arrived at 9:33 a.m.*

*left meeting at 10:19 a.m.*

Dan Stephen, Acting Principal

*arrived at 10:30 a.m.*

*left meeting at 10:58 a.m.*

Adriana DeLuca, Vice Principal

*arrived at 10:30 a.m.*

*left meeting at 10:58 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 Murray-Elliott that the Board of Trustees accept the agenda with the following changes below as presented.

9.4 - Fall Funding Manual Update

**CARRIED UNANIMOUSLY**

### 3. Approval of the Committee Minutes

Moved by Trustee Murray-Elliott that the Board of Trustees accept the Committee Meeting Minutes of November 15, 2023, as presented.

**CARRIED UNANIMOUSLY**

#### 4. Presentations

**4.1 Alternate Learning:** Sherri Devolder, Principal and Candace McLean, Teacher presented.

**4.2 Namao School:** Iain Jamieson, Principal and Erin Stoffelen, Vice Principal presented.

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

*Meeting resumed at 10:30 a.m.*

**4.3 Sturgeon Heights School:** Dan Stephen, Acting Principal and Adriana DeLuca, Vice Principal presented.

*Trustee Murray-Elliott left the meeting at 10:59 a.m. and returned at 11:03 a.m.*

#### 5. Experts in Focus

**5.1 Mental Health in Schools Pilot - Interim Report #1:** Shelley Greenwood, Director, Learning Services presented a summary of the Interim Report that was submitted to Alberta Education on December 1, 2023, with the learnings, impacts and next steps on the pilot project.

**5.2 Summary of Programs Across the Division:** Jonathan Konrad, Deputy Superintendent, Education Services, provided a summary document. A more detailed report will come to the December 20, 2023, Public Board meeting.

*Meeting recessed for lunch at 12:14 p.m.*

*Meeting resumed at 12:50 p.m.*

#### 6. Policy

**6.1 First Glance: Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries:** Shawna Warren, Superintendent, presented a recommendation on Policy 315 and a current draft of a new administrative procedure. Since the draft was created, two SPS teachers have come forward wanting to support the Division to create a specific procedure for Remembrance Day Ceremonies. Once that work is completed, the policy and new AP will come to a future CoW and Public Board meeting for review and consideration.

## 7. Capital Projects and Facility Services

**7.1 Boardroom Move:** Shawna Warren, Superintendent, advised the Board that the Boardroom will be switching locations with MLC before the end of the 23-24 school year. This is how the building was intended to be when designed before the renovations.

## 8. Advocacy

### 8.1 ASBA

- Survey from the Fall General meeting went out.
- Discussion around Full day funding for kindergarten. Voted down at AGM but was presented again by Zone 2 3.
- Best practices discussion.
- Question of the month is similar to Trustee Talks - Featuring questions parents might have.

### 8.2 PSBAA

Nothing new to report, next PD is Feb 8 and counsel meeting is on February 9th.

### 8.3 Letters to MLAs

Draft Invitation to Meet letters to local MLAs were reviewed.

### 8.4 Letter to Minister Nicolaides

Draft letter to Minister Nicolaides was reviewed.

### 8.5 Letter to St. Albert Public Schools

Draft Invitation to Meet letter to St. Albert Public Schools was reviewed.

### 8.6 Student Advisory Committee

Student Advisory Committee membership was reviewed and designated chair of the committee.

Chair Gibbons - Nominated Trustee Buga for the role.  
Trustee Oatway-McLay - Seconded.  
Trustee Buga - Accepted.

#### 8.6.1 Student Advisory Summary - November 28, 2023

A draft summary of the feedback from Student Advisory was presented.

### 8.7 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

## 8.8 2023-2024 Board Strategic Plan

The Board of Trustees reviewed and discussed the 2023-2024 Board Strategic Plan.

## 9. Audit, Finance and Human Resources

**9.1 Jordan's Principle Update:** Jonathan Konrad, Deputy Superintendent, Education Services, provided an update on Jordan's Principle.

**9.2 Policy 205 & AP235: School Year Calendar:** Lisa Lacroix, Associate Superintendent, Human Resources recommended that policy 205 be rescinded and provided amendments to AP235 for review.

### Comments and Questions by the Committee:

- Trustee Pequin - Edit to 4.1.3 from 100 to 500 hours
- Trustee Buga - March Break, Spring Break, Fall Break ensure consistency of language.
- Trustee Pequin - Christmas break could be Wednesday to Wednesday as long as it is 2 weeks in duration?

Policy 205 and AP235 referred to the December 20, 2023, Public Board meeting.

## 9.3 Monthly Trustee Budget Financial Report

The Board of Trustees reviewed the Monthly Trustee Budget Financial Report.

**9.4 Fall Funding Manual Update:** Shawna Warren, Superintendent, and Sean Nicolson, Associate Superintendent, Corporate Services provided information on the Fall Funding Manual Update.

## 10. Transportation - No Update

*Meeting recessed for break at 2:10 p.m.*

*Meeting resumed at 2:15 p.m.*

## 11. Governance

### 11.1 PSBAA Professional Development

The Board of Trustees discussed what would be the best PD for the Board.

**11.2 Trustee Handbook Review - 2023-2024**

The Board of Trustees reviewed the handbook and pointed out errors and sections that required updating.

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

Agenda item deferred.

**12. In Camera:**

Moved by Trustee Oatway-McLay to move in camera at 2:35 p.m.

**CARRIED UNANIMOUSLY**

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 2:49 p.m.

**CARRIED UNANIMOUSLY**

**9. Adjournment**

Trustee Briggs adjourned the meeting at 2:50 p.m.

**Next meeting:** Wednesday, January 10, 2024, at 9:00 a.m. *(FULL DAY)*





**Date:** December 20, 2023  
**To:** Board of Trustees  
**From:** Trish Murray-Elliott, Trustee  
**Originator(s):** Trish Murray-Elliott, Trustee, PSBAA Representative  
**Subject:** **PSBAA Update, December 2023**

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**Purpose:**  
For information.

**Background:**  
**Advocate Newsletter** was emailed to everyone on December 15, 2023.

**Highlights:** Going forward, only one newsletter per month as of January, 2024, at end of each month.

Info on upcoming PSBC events in [February](#), [April](#) and [2024 Spring General Assembly](#) and links to register.

Link to [Alberta Budget 2024 Consultation Survey](#).

Notice that National Congress on Rural Education in Canada is ending due to steady decline in attendance and participation.

**Virtual Holiday Card** emailed December 14, 2023.

**Attachment(s):**  
Not applicable.